

ADAMS COUNTY BOARD OF SUPERVISORS MEETING  
Adams County Board Room, September 18, 2012 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of August 21, 2012 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims: Edwards, Eggebrecht, England, Gatterman, James and Johnson.
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** Appoint Robert Benkowski to Board of Adjustment to replace Ron Jacobson (term ends 4-2013). Appoint Randy Theisen to Housing to replace Herb Theisen.
13. **Unfinished Business:** None
14. **Reports and Presentations:**
  - A. Miscellaneous:
    - Introduce Scott Noble from District 24
    - Woodside Ranch Presentation
    - Administrative Coordinator/Director of Finance report
    - Daric Smith, RIDC
    - Report from Parks, Recreation and Trails Department
    - Rome Resolution 12-17, amendment to part of the Municipal Code of Ordinances, Chapter 10 Zoning 10.21 Regulation of Communication Towers

15. Review Minutes

Airport 8/13, 9/10	Executive 8/21, 9/7	Library 7/23,8/27	PS&J 8/8, 8/14, 8/20
Board of Adj 7/25	Highway 8/9	LEPC 8/20	Surveyor 9/5
CWCAC 6/27	Jt. Adm & Fin/ Exec 8/14	P & Z 8/1, 8/21	UW Ext 7/10
County Board 8/21	Land & Water 8/13, 8/21	Property 8/15, 8/24	Wellness 7/24, 8/29

16. **Resolutions:**

**Res. #62:** To Approve the Appointment of the County Surveyor For a Period of Two Years.

**Res. #63:** To Authorize Application For Wisconsin Department Natural Resources (WDNR) Conservation Aids Grant to Stock Fish and Improve Fish Habitat in Arrowhead, Sherwood and Camelot Lakes.

**Res. #64:** To Approve Out of State Travel for Mary Ann Schilling.

17. **Ordinance:**

**Ord. #6:** To rezone a portion of property (1 Acre) in the Town of Adams, owned by Richard & Meredith Tripp, located in the NW ¼, NE ¼, Section 23, Township 17 North, Range 5 East, Lot 97, CSM 619.

**Ord. #7:** Amending Adams County Animal Waste Management Ordinance No. 02-2011.

18. **Denials:** None
19. **Petitions:** None
20. Approve Claims
21. Approve Per Diem and Mileage
22. Motion for County Clerk to correct errors
23. Set next meeting date
24. Adjournment.

**REMINDER—STRATEGIC PLANNING MEETING AT COMMUNITY CENTER Room 145B**  
**October 4<sup>th</sup> NEW TIME 1:30**



## *Trena Larson*

Administrative Coordinator/Director of Finance

400 N. Main Street

P.O. Box 102

Friendship, WI 53934-0102

Phone: 608-339-4579

Cell: 608-403-1618 Fax: 608-339-4509

[Trena.Larson@co.adams.wi.us](mailto:Trena.Larson@co.adams.wi.us)

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### County Board

09/18/12

#### Office Activities

1. Cash Reconciliation July – Completed
2. Prepared analysis for Union Negotiations with WPPA #355
  - a. Prepared Multiple Analyses
3. Budget
  - a. Completed all Misc Budget for Adams County
  - b. Meet with all Department to review 2013 proposed Budgets
  - c. Levy analysis for 2013
  - d. Prepare Budget presentation for County Board
4. Distribution of Admin/Finance Budget Books
5. Veterans Day Planning (November 12<sup>th</sup>)
  - a. Identify critical topics and trainings to be completed on this day
6. Coordination of Employee Picnic
7. Coordination of Departmental meeting to discuss Adams County Public Health's current policy and procedure related to Blue Green Algae
  - a. Determine appropriate action steps and key stakeholders
8. Meet with Deb Dewitt – Wisconsin County Mutual Insurance Company

#### Upcoming Activities

9. Skyward Training (All Staff)
  - a. Parts of the Human Resources module in the PAC version are being eliminated in October and training needs to be done in order to complete our processes in the Web based program
10. Completed paperwork required for application to WEA Trust (Health Insurance Company)
11. Review and attend Meeting for TID Town of New Chester
  - a. October 3rd
12. Municipality Meeting
  - a. Next Meeting October 17, 2012 7 p.m.
13. Wage Study Consortium
  - a. Compile Job Description for all positions
14. Rapid Learning Institute
  - a. Department Head/ Manager training
    - i. Time-saving tools that help managers build stronger teams
15. Adding office supply vendors – Staples (In Progress)
16. Recruitment of Staff Accountant
17. Safety – loss prevention, training
18. Cross training throughout 2012 with MaryAnn on Workers Comp and Liability Insurance
  - a. Renewal and Procedures January 2012
19. Continue to build relationships with elected officials in Madison
  - a. Survey for interest - Quarterly Breakfast with Elected Officials, Supervisors, Department Heads
  - b. County Ambassadors Program (Fall)
20. Continue to Develop Partnerships with other counties
  - a. Currently engaged in partnership with Sauk County
  - b. Organize a quarterly meeting with surrounding Counties
21. Complete Incident Command System (ICS) 400 – Emergency Management



# Parks, Recreation and Trails Department

Administrative Office – Fredrick W. Nickel, Director  
 Courthouse, P.O. Box 196 – Friendship, WI 53934  
 (608) 339-4230  
[www.adamscountyparkswi.com](http://www.adamscountyparkswi.com)

Castle Rock Park  
 Mark Miller – Park Mgr.  
 2397 Hwy Z Rt. 2 – Friendship, WI 53934  
 (608) 339-7713



Petenwell Park  
 Darren Tolley – Park Mgr.  
 2004 Bighorn Dr. – Arkdale, WI 54613  
 (608) 564-7513

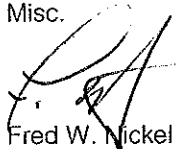
## (Revenues Deposited to County Treasurer From Respective Parks)

PETENWELL PARK	1/1/2010 to 8/31/2010	1/1/2011 to 8/31/2011	1/1/2012 to 8/31/2012	Revenue On Hand
* Camper	\$337,745.92	\$334,052.66	\$328,970.89	\$0.00
* Day Use	5794.91	4115.94	5708.49	0.00
* Season	11366.52	10679.16	11693.58	\$1,000.00
* Showers	5360.77	5065.71	6052.94	0.00
# Soda	141.69	53.07	0.00	0.00
# Apparel/novelties	0.00	3372.58	3247.92	0.00
# Firewood	4585.10	3941.27	4661.70	0.00
# Ice	8210.07	8375.29	9303.77	0.00
# Candy	4691.08	4553.33	5111.17	0.00
# Games	1630.12	259.81	1688.68	0.00
# Donations	250.00	0.00	0.00	0.00
* Shelter	426.55	426.54	402.84	0.00
* Boat Slips	34389.14	30373.91	34839.89	0.00
Summer Raffle Sales	2858.50	2265.00	2437.50	0.00
* Sewer	2942.15	2749.70	3130.15	0.00
# Non User Revenue	4011.30	2848.68	119.20	0.00
<b>TOTAL REVENUES:</b>	<b>\$424,403.82</b>	<b>\$413,132.65</b>	<b>\$417,368.72</b>	<b>\$1,000.00</b>

CASTLE ROCK PARK	1/1/2010 to 8/31/2010	1/1/2011 to 8/31/2011	1/1/2012 to 8/31/2012	Revenue On Hand
* Camper	\$201,470.54	\$192,457.03	\$208,298.11	\$0.00
* Day Use	4645.48	3623.24	4345.49	0.00
* Season	7411.98	7422.84	8584.14	600.00
* Showers	3419.22	3049.29	3279.19	0.00
# Soda	1772.00	1603.00	1235.32	0.00
# Apparel/novelties	0.00	2189.13	1281.94	0.00
# Firewood	2175.89	2090.38	2846.12	0.00
# Ice	4461.14	4997.90	4846.54	0.00
# Candy	3606.78	4267.70	3794.75	0.00
# Games	973.50	1198.75	712.00	0.00
# Donations	0.00	0.00	0.00	0.00
* Shelter	881.52	767.76	872.06	0.00
* Boat Slips	14017.95	16189.58	17047.82	0.00
Summer Raffle Sales	2339.50	1743.00	1589.50	0.00
* Sewer	2515.08	3123.03	3720.14	0.00
# Non User Revenue	2411.70	831.37	1319.20	0.00
<b>TOTAL REVENUES:</b>	<b>\$252,102.28</b>	<b>\$245,554.00</b>	<b>\$263,772.32</b>	<b>\$600.00</b>

<b>Patrick Lake</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Shelter	71.09	94.78	0.00
Day Use	303.23	390.52	37.92
Season Passes	473.93	483.40	56.87
Misc.	0.00	0.00	0.00
<b>Crooked Lake</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Day Use	617.99	527.96	800.01
Season	521.32	693.84	616.11
<b>Jordan Lake</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Day Use	1764.53	1597.17	2099.53
Season Pass	3728.89	4562.84	4536.89
<b>Michaels Landing</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Day Use	closed	closed	closed
Season Pass	closed	closed	closed
<b>Fawn Lake</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Day Use	252.14	299.53	332.71
Season Pass	293.84	331.75	606.63
<b>Easton Pond</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Day Use	closed	closed	37.92
Season Pass	closed	closed	18.96
<b>Mason Lake</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Day Use	1330.82	866.35	1269.19
Season Pass	2744.09	2483.40	1905.21
<b>Arrowhead Park</b>	<b>1/1/2010 to 8/31/2010</b>	<b>1/1/2011 to 8/31/2011</b>	<b>1/1/2012 to 8/31/2012</b>
Shelter	331.76	236.96	165.88
Day Use	5188.54	4391.46	2993.37
Season Pass	1943.09	1620.87	1516.57
Misc.	0.00	0.00	0.00

<b>Big Roche-A-Cri</b>	<b>1/1/2010</b>	<b>1/1/2011</b>	<b>1/1/2012</b>
	<b>to</b>	<b>to</b>	<b>to</b>
	<b>8/31/2010</b>	<b>8/31/2011</b>	<b>8/31/2012</b>
Day Use	760.13	587.69	1026.54
Season Pass	407.57	454.97	597.16
<b>Lake Sherwood</b>	<b>1/1/2010</b>	<b>1/1/2011</b>	<b>1/1/2012</b>
	<b>to</b>	<b>to</b>	<b>to</b>
	<b>8/31/2010</b>	<b>8/31/2011</b>	<b>8/31/2012</b>
Day Use	1810.35	1363.99	1076.77
Season Pass	1004.71	1052.13	824.65
<b>Lake Camelot</b>	<b>1/1/2010</b>	<b>1/1/2011</b>	<b>1/1/2012</b>
	<b>to</b>	<b>to</b>	<b>to</b>
	<b>8/31/2010</b>	<b>8/31/2011</b>	<b>8/31/2012</b>
Day Use	2008.47	1767.78	1406.64
Season Pass	1133.38	766.71	900.46
Misc.	28.44	0.00	0.00
<b>Hwy 21 Wayside</b>	<b>1/1/2010</b>	<b>1/1/2011</b>	<b>1/1/2012</b>
	<b>to</b>	<b>to</b>	<b>to</b>
	<b>8/31/2010</b>	<b>8/31/2011</b>	<b>8/31/2012</b>
Day Use	N/A	2841.70	4893.82
Season Pass		1715.60	2810.41
Misc.		0.00	0.00
<b>Pritzl's Store</b>	<b>1/1/2010</b>	<b>1/1/2011</b>	<b>1/1/2012</b>
	<b>to</b>	<b>to</b>	<b>to</b>
	<b>8/31/2010</b>	<b>8/31/2011</b>	<b>8/31/2012</b>
Season Pass	0.00	0.00	0.00
<b>Swimming Lessons</b>	<b>1/1/2010</b>	<b>1/1/2011</b>	<b>1/1/2012</b>
	<b>to</b>	<b>to</b>	<b>to</b>
	<b>8/31/2010</b>	<b>8/31/2011</b>	<b>8/31/2012</b>
Lessons	1190.00	\$1,835.00	\$1,405.00
Misc.	0.00	0.00	0.00

  
 Fred W. Nickel  
 Director Parks/Rec.

\* Park fees

# Concessions

All Outlying Parks are \* park fees

Swim Lessons and Raffle are tax exempt line items

All fees and concessions above do not include the tax in the totals

RESOLUTION 12-17

WHEREAS, an amendment to part of the code of general ordinances entitled Municipal Code of Ordinances, Town of Rome, specifically

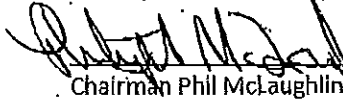
CHAPTER 10 ZONING  
10.21 REGULATION OF COMMUNICATION TOWERS

has been prepared and tentatively approved by the Town Board of the Town of Rome.

NOW THEREFORE, BE IT RESOLVED, that the amendment to part of the code will be presented for adoption by the town board at the regular meeting on September 06, 2012 and


BE IT FURTHER RESOLVED, the Town Clerk in accordance with the requirements of Sec. 66.0103 of Wis. Stats. shall file a copy of the proposed amendment to part of the code in her office for public inspection commencing September 07, 2012 and cause a copy of the following notice to be posted in three (3) places in the Town.

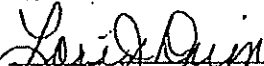
Adopted this 06th day of September, 2012, by the Town Board of the Town of Rome.

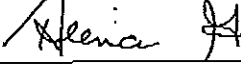
  
Chairman Phil McLaughlin

  
Supervisor Dave Repinski

  
Supervisor Rick Bakovka

  
Supervisor Jerry Wiessinger

  
Supervisor Lori Djumadi

  
Attested Deena Griffin

Deena Griffin certified that a copy of Resolution 12-17 was posted on September 07, 2012

Municipal Building  
Pritzl's Trading Post  
US Bank  
Nekoosa State Bank

**PLAN COMMISSION  
FINDING OF FACTS  
For  
*Zoning Code Text Amendment***

**Applicant:** Town of Rome  
1156 Alpine Dr  
Nekoosa, WI 54457  
  
715-325-8019  
zoning@romewi.com

**Sections to be amended:**

10.21(7)(b)

**Proposed amendment:**

See attached ordinance text.

Findings of Fact: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

Plan Commission Chairman \_\_\_\_\_ Dated: \_\_\_\_\_

Plan Commission Recording Secretary \_\_\_\_\_ Dated: \_\_\_\_\_

(b) Height Limitations: The height limitations in residential areas and agricultural areas for an antenna attached to an existing structure shall not exceed fifteen (15) feet above the existing peak of the structure. height of the roof of an existing structure or for new construction as follows: for single use, ninety (90) feet; for dual uses, one hundred twenty (120) feet, and for three (3) or more uses, up to one hundred fifty (150) feet. The maximum height for new structures shall not exceed three hundred (300) feet and shall include all parts of the wireless telecommunication tower and antenna structure measured from the base.

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**PLAN COMMISSION  
FINDING OF FACTS  
For  
*Zoning Code Text Amendment***

**Applicant:** Town of Rome  
1156 Alpine Dr  
Nekoosa, WI 54457  
  
715-325-8019  
zoning@romewi.com

**Sections to be amended:**

10.21(9)(a)

**Proposed amendment:**

See attached ordinance text.

Findings of Fact: \_\_\_\_\_

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Plan Commission Chairman \_\_\_\_\_ Dated: \_\_\_\_\_

Plan Commission Recording Secretary \_\_\_\_\_ Dated: \_\_\_\_\_

(a) Setback and Separation.

1. Generally, tower structures shall be set back from the nearest property line, or right of way line, or public access and public areas including parks a distance equal to one hundred ten percent (110%) of the height of the tower. This setback may be reduced to one-half the height of the tower if the applicant submits a report stamped by a professional engineer registered in the state of Wisconsin that certifies that the tower is designed and engineered to collapse upon failure within the distance from the tower to the property line. After being permitted, the effective setback to the property line may not be reduced by the transfer of ownership of land on which the tower is located. The applicant shall be responsible for drafting and recording in the office of the Adams County Register of Deeds a document evidencing such restriction, subject to the approval by the Town Attorney of the wording of such document.

2. Towers shall not be located within 110% of tower height of any residence other than the residence on the parcel on which the tower is to be located. Permit applications for towers positioned less than 110% of tower height from a residence located on land owned by the permit applicant shall include a signed and notarized affidavit granting such permission by the owner. Such affidavit permission shall be recorded in the office of the Adams County register of Deeds and shall be binding on the successors, heirs and assigns of the property on which the residence is located. ~~Setbacks~~ ~~The minimum setback from any property line, public right-of-way, building, or structure, except for accessory buildings or equipment structures, for a wireless telecommunication tower shall be equal to one hundred percent (100%) of the height of the tower from structures and property lines and fifty percent (50%) of the height of the tower from a public right of way. Setbacks for accessory buildings and equipment structures associated with wireless telecommunication towers and antennae shall comply with all applicable Town ordinances.~~

**(a) Setback and Separation.**

**1. Generally, tower structures shall be set back from the nearest property line, or right of way line, or public access and public areas including parks a distance equal to one hundred ten percent (110%) of the height of the tower. This setback may be reduced to one-half the height of the tower if the applicant submits a report stamped by a professional engineer registered in the state of Wisconsin that certifies that the tower is designed and engineered to collapse upon failure within the distance from the tower to the property line. After being permitted, the effective setback to the property line may not be reduced by the transfer of ownership of land on which the tower is located. The applicant shall be responsible for drafting and recording in the office of the Adams County Register of Deeds a document evidencing such restriction, subject to the approval by the Town Attorney of the wording of such document.**

**2. Towers shall not be located within 110% of tower height of any residence other than the residence on the parcel on which the tower is to be located. Permit applications for towers positioned less than 110% of tower height from a residence located on land owned by the permit applicant shall include a signed and notarized affidavit granting such permission by the owner. Such affidavit permission shall be recorded in the office of the Adams County register of Deeds and shall be binding on the successors, heirs and assigns of the property on which the residence is located.**

**PLAN COMMISSION  
FINDING OF FACTS  
For  
*Zoning Code Text Amendment***

**Applicant:** Town of Rome  
1156 Alpine Dr  
Nekoosa, WI 54457

715-325-8019  
zoning@romewi.com

**Sections to be amended:**

10.21(6)(a)

**Proposed amendment:**

See attached ordinance text.

**Findings of Fact:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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Plan Commission Chairman \_\_\_\_\_ Dated: \_\_\_\_\_

Plan Commission Recording Secretary \_\_\_\_\_ Dated: \_\_\_\_\_

(a) This section shall be interpreted consistent with the provisions of the Federal Communications Act of 1934 as amended by the Telecommunications Act of 1996, and any amendments thereto or other relevant legislation.

(a) This section shall be interpreted consistent with the provisions of the Federal Communications Act of 1934 as amended by the Telecommunications Act of 1996 and any amendments thereto or other relevant legislation.

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**INTRODUCED BY:** Planning and Development Committee.

**FISCAL NOTE:** \$325.00 per month (\$3,900.00 per year) for two years.


**WHEREAS:** The County desires to retain Gregory P. Rhinehart, a Registered Land Surveyor, to perform the duties under Wis. Stat. §59.45 and Wis. Stat. §59.74, and other pertinent Wisconsin Statutes for a period of two years.

**NOW, THEREFORE, BE IT RESOLVED:** by the Adams County Board of Supervisors that Gregory P. Rhinehart is hereby appointed under the authority of §§59.45 and 59.74 of the Wisconsin Statutes, to perform the duties of County Surveyor for Adams County, Wisconsin, on the following conditions:

1. That said Surveyor shall be responsible for and fulfill the obligations set forth in §§59.45, 59.74, and other pertinent Wisconsin Statutes pertaining to County Surveyors, together with performing such miscellaneous minor surveying projects as from time-to-time arise in the conduct of County Affairs.
2. That the consideration for said Surveyor shall be \$325.00 per month (\$3,900 per year) for two (2) years.

BE IT FURTHER RESOLVED: That this appointment shall be effective January 1, 2013, and shall expire December 31, 2014.

Recommended for adoption by the Planning and Development Committee this 5<sup>th</sup> day of September, 2012.

Adopted 

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ 18<sup>th</sup> day of September, 2012.

County Board Chair

County Clerk

1  
2 **RESOLUTION [2012] - 63**  
3

4 **RESOLUTION TO AUTHORIZE APPLICATION FOR WISCONSIN DEPARTMENT**  
5 **NATURAL RESOURCES (WDNR) CONSERVATION AIDS GRANT TO STOCK FISH**  
6 **AND IMPROVE FISH HABITAT IN ARROWHEAD, SHERWOOD AND CAMELOT**  
7 **LAKES.**  
8

9 **INTRODUCED BY:** Land & Water Conservation Committee  
10

11 **INTENT & SYNOPSIS:** To authorize the Administrative Coordinator/Director of Finance  
12 to apply for a WDNR Conservation Aids Grant to stock walleye fingerlings in Arrowhead,  
13 Camelot and Sherwood Lakes.  
14

15 **FISCAL NOTE:** Budget neutral due to total cost of project is estimated to be \$3,930.  
16 The WDNR Conservation Aids Grant shall provide \$1730.00 while balance of costs for  
17 project shall be provided by Tri-Lakes Management District.  
18

19 **WHEREAS:** Adams County lakes are an important resource used for recreation and  
20 enjoyment of natural beauty; and  
21

22 **WHEREAS:** the protection/improvement of fish and game habitats in lake watersheds  
23 and the reasonable lake use activities are paramount to the protection of water quality  
24 and the natural ecosystems of the lakes; and  
25

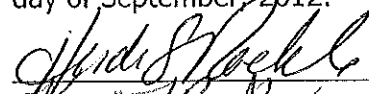
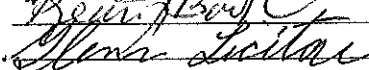

26 **WHEREAS:** the State of Wisconsin allocates funds to counties for fish and game  
27 projects on condition said funds are matched by the county; and  
28

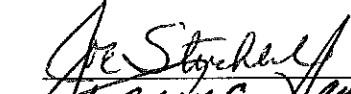
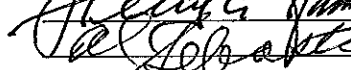

29 **WHEREAS:** Adams County wishes to participate in county fish and game projects  
30 pursuant to sec. 23.09(12), Wis. Stats.; and  
31

32 **WHEREAS:** Tri-Lakes Management District has agreed to commit funds and labor to all  
33 costs not provided by the WDNR Conservation Aids grant.  
34

35 **NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors  
36 hereby approves and authorizes the Administrative Coordinator/Director of Finance to  
37 apply for a Wisconsin Department of Natural Resources Conservation Aids Grant in the  
38 amount of \$1730.00 to stock fish and improve fish habitat in Arrowhead, Camelot and  
39 Sherwood Lakes while the balance of costs for the project shall be provided by Tri-Lakes  
40 Management District.  
41

42 Recommended for adoption by the Land and Water Conservation Committee this 10<sup>th</sup>  
43 day of September, 2012.  
44

45   
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47   
48

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50   
51   
52

49 Adopted \_\_\_\_\_

50 Defeated \_\_\_\_\_

51 Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
18<sup>th</sup> day of September, 2012.

53  
54 \_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

RESOLUTION 64 -2012

RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR  
MARY ANN SCHILLING

INTRODUCED BY: Extension Committee

INTENT & SYNOPSIS: Resolution to approve out-of-state travel for Mary Ann Schilling, UW-Extension Family Living Educator.

FISCAL NOTE: Adams County Funds to be used for this trip included in the 2012 Extension Budget are: \$189.00 lodging; \$140.00 meals and \$173.00 mileage. Professional Development Funds in the amount of \$985.00 from UW-Extension Central Region and ESP will also be used to fund this trip.

WHEREAS: Per the Adams County Personnel and General Administrative Policies, Chapter 8, Section 19.02, requires all out of state travel and related expenses be authorized by Resolution of the County Board; and

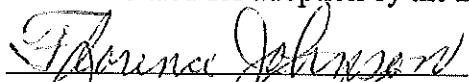


WHEREAS: The National Council on Family Relations is the premier professional association for the multidisciplinary understanding of families; and

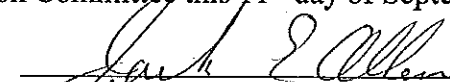
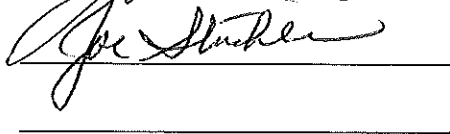
WHEREAS: The opportunity to attend the annual conference will help Schilling professionally in her county as well as state endeavors that involve family health and how we promote it through our research, interventions, and family policies; and

WHEREAS: The conference theme will encourage Schilling to explore the multitude of ways in which the physical aspects of health are relevant to understanding the well-being of children, families, and communities. Attending the conference will enrich Schilling's contributions with local and state partnerships including the Adams County Cancer Awareness Program, the Adams County Wellness Team, and the Wellness Education Committee for Activity and Nutrition (WECAN) which focus on county health and wellness and at the state level with the Healthy Living Team and the Health and Wellness through the Lifespan group which looks at health and wellness within our county and state programming; and

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel for Mary Ann Schilling, Family Living Educator to travel to Phoenix, Arizona, October 31– November 3, 2012 to attend the National Council on Family Relations annual conference. Adams County 2012 Budget funds to be used are: \$ 189.00 lodging; \$140.00 meals; and \$173.00 mileage.

Recommended for adoption by the Extension Committee this 11<sup>th</sup> day of September 2012.

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this 18<sup>th</sup> Day of September 2012

Tabled \_\_\_\_\_

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk



## AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 24, 2011, and

WHEREAS: On July 11, 2012, Richard C. & Meredith Tripp, owners, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of property (1 Acre) in the Town of Adams, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on September 5, 2012, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

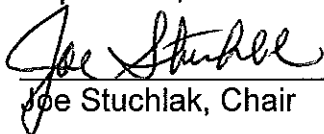
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Conservancy District to a Recreational/Residential District.

Portion of property (1 acre) located in the NW ¼, NE ¼, Section 23, Township 17 North, Range 5 East, Lot 97, CSM 619 of Brewster Harris Subdivision on Dover Court, Town of Adams, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of September, 2012.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 5<sup>th</sup> day of September, 2012.

  
Joe Stuchlak, Chair

  
Terry James, Vice Chair

Glenn Licitar

Heidi Roekle

Al Sebastiani

Barb Morgan

  
Randy Theisen

Enacted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors

Tabled \_\_\_\_\_ this \_\_\_\_\_ day of September, 2012

John West, Board Chair

Cindy Phillippi, County Clerk



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE

FRIENDSHIP, WI 53934

PHONE: 608-339-4222

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & ZONING COMMITTEE

September 5, 2012 – Room A260 -Courthouse

Friendship, WI 53934 – 9:00 A.M.

Richard C. & Meredith Tripp Trust – Rezoning request of a portion (1 acre) of a 35.018 acre parcel from a Conservancy District to Residential/Recreational District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow a building site to make the property sellable located in the NW ¼, NE ¼, Section 23, Township 17 North, Range 5 East, Lot 97, CSM 619 of Brewster Harris Subdivision on Dover Court, Town of Adams, Adams County, Wisconsin. (Note: Property is zoned R1 Single Family Residential under the Adams County Comprehensive Zoning Ordinance)

Appearing for with testimony: Richard Tripp, owner

Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Town Board of Adams that they met on July 12, 2012 and have no objection to the zoning change.

Disposition: Upon completion and review of the Committee Findings Checklist the average of the combined totals was 49.4. (Stuchlak-50; James-50; Licitar-48; Theisen-50; Roekle-49; Morgan and Sebastiani were excused.) A score of 48 (80%) or higher is required for a recommendation of approval. Terry James made a motion to approve the zoning change subject to the current owner submitting a soil test for a septic system and forward that recommendation to the County Board for final action. Heidi Roekle seconded the motion. Roll Call. 5 – Yes. Motion carried.

# PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: TRIPP DATE: 9/5 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
✓		The Town did not object to the proposal.
✓		Those noticed / contiguous did not object to the proposal.
✓		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
		The site is not waterfront.
		The site is not wet or mapped as wetland.
		The site is high / dry ground.
		There is development adjoining or in close proximity.
		There is adequate infrastructure in the area (roads, utilities etc.)
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses.
		The overall proposal is environmentally sound.
		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
			✓	✓	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
			✓		(B) The proposed rezone is in the best interest of Adams County citizens.
			✓		(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
			✓		(D) No **significant adverse impact upon storm and flood water storage capacity.
			✓		(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
			✓		(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
			✓		(G) No **significant adverse impact upon shoreline protection against soil erosion.
			✓		(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
			✓		(I) No **significant adverse impact upon wildlife habitat.
			✓		(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
			✓		(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact.
			✓		(L) The Applicant's Inventory Checklist does not indicate any concerns.
			40	50	TOTAL: {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: 50 Total 247

average 49.4

COMMITTEE SIGNATURES:

*[Handwritten signatures]*

# PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME:

RICHARD TRIPP TRUST

DATE:

9/5/12

PARCEL #:

\_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Town did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Those noticed / contiguous did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The DNR did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The request is consistent with the Comprehensive Plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The site is not waterfront.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The site is not wet or mapped as wetland.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is high / dry ground.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is development adjoining or in close proximity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is adequate infrastructure in the area (roads, utilities etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no reasonable alternatives to the proposal or components of the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposal does not conflict with surrounding land uses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The overall proposal is environmentally sound.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
		<input checked="" type="checkbox"/>			(B) The proposed rezone is in the best interest of Adams County citizens.
		<input checked="" type="checkbox"/>			(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				<input checked="" type="checkbox"/>	(D) No **significant adverse impact upon storm and flood water storage capacity.
			<input checked="" type="checkbox"/>		(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
				<input checked="" type="checkbox"/>	(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(G) No **significant adverse impact upon shoreline protection against soil erosion.
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
			<input checked="" type="checkbox"/>		(I) No **significant adverse impact upon wildlife habitat.
				<input checked="" type="checkbox"/>	(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
			<input checked="" type="checkbox"/>		(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact**.
		<input checked="" type="checkbox"/>			(L) The Applicant's Inventory Checklist does not indicate any concerns.
					TOTAL: {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments:

9 14 25 James

COMMITTEE SIGNATURES:

\_\_\_\_\_

# PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: RICHARD CREDITA TAIPP DATE: 9-5-12 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
✓		The Town did not object to the proposal.
		Those noticed / contiguous did not object to the proposal.
✓	✓	The DNR did not object to the proposal.
✓		The request is consistent with the Comprehensive Plan.
	✓	The site is not waterfront.
	✓	The site is not wet or mapped as wetland.
✓		The site is high / dry ground.
		There is development adjoining or in close proximity.
✓		There is adequate infrastructure in the area (roads, utilities etc.)
	?	The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
✓		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
✓		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
✓		There are no reasonable alternatives to the proposal or components of the proposal.
✓	✓	The proposal does not conflict with surrounding land uses.
✓	✓	The overall proposal is environmentally sound.
✓	✓	The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				5	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
		3			(B) The proposed rezone is in the best interest of Adams County citizens.
			✓		(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
			✓		(D) No **significant adverse impact upon storm and flood water storage capacity.
			✓		(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
			✓		(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
			✓		(G) No **significant adverse impact upon shoreline protection against soil erosion.
			✓		(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
			✓		(I) No **significant adverse impact upon wildlife habitat.
			✓		(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
			✓		(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact**.
			✓		(L) The Applicant's Inventory Checklist does not indicate any concerns.
		3	40	5	TOTAL: 48 {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

COMMITTEE SIGNATURES: [Signature] \_\_\_\_\_

# PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: Richard & Meredith Tripp Trust DATE: 8-5 PARCEL #: CSM 619

True	False	Base considerations to evaluate Conservancy land rezone requests.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Town did not object to the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Those noticed / contiguous did not object to the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	The DNR did not object to the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	The request is consistent with the Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	The site is not waterfront.
<input type="checkbox"/>	<input type="checkbox"/>	The site is not wet or mapped as wetland.
<input type="checkbox"/>	<input type="checkbox"/>	The site is high / dry ground.
<input type="checkbox"/>	<input type="checkbox"/>	There is development adjoining or in close proximity.
<input type="checkbox"/>	<input type="checkbox"/>	There is adequate infrastructure in the area (roads, utilities etc.)
<input type="checkbox"/>	<input type="checkbox"/>	The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS).
<input type="checkbox"/>	<input type="checkbox"/>	The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
<input type="checkbox"/>	<input type="checkbox"/>	The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
<input type="checkbox"/>	<input type="checkbox"/>	There are no reasonable alternatives to the proposal or components of the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	The proposal does not conflict with surrounding land uses.
<input type="checkbox"/>	<input type="checkbox"/>	The overall proposal is environmentally sound.
<input type="checkbox"/>	<input type="checkbox"/>	The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				<u>5</u>	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
		<u>3</u>			(B) The proposed rezone is in the best interest of Adams County citizens.
		<u>3</u>			(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
				<u>5</u>	(D) No **significant adverse impact upon storm and flood water storage capacity.
				<u>5</u>	(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
			<u>4</u>		(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
				<u>5</u>	(G) No **significant adverse impact upon shoreline protection against soil erosion.
				<u>5</u>	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
		<u>3</u>			(I) No **significant adverse impact upon wildlife habitat.
			<u>4</u>		(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
		<u>3</u>			(K) Petitioner provided *proof that the proposed rezone will not have ***significant adverse impact".
				<u>5</u>	(L) The Applicant's Inventory Checklist does not indicate any concerns.
		<u>12</u>	<u>8</u>	<u>30</u>	TOTAL: <u>50</u> {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

COMMITTEE SIGNATURES: \_\_\_\_\_

# PLANNING & DEVELOPMENT COMMITTEE FINDINGS CHECKLIST

APPLICANT NAME: Tripp DATE: 9/5 PARCEL #: \_\_\_\_\_

True	False	Base considerations to evaluate Conservancy land rezone requests.
✓		The Town did not object to the proposal.
✓		Those noticed / contiguous did not object to the proposal.
✓		The DNR did not object to the proposal.
		The request is consistent with the Comprehensive Plan.
		The site is not waterfront. <i>small pond</i>
		The site is not wet or mapped as wetland.
		The site is high / dry ground. <i>seemed to be</i>
		There is development adjoining or in close proximity. <i>other houses</i>
		There is adequate infrastructure in the area (roads, utilities etc.) <i>I believe so</i>
		The proposed rezone site will support a Private Onsite Waste Treatment System (POWTS). <i>unknown</i>
		The site is at or near the fringe of Conservancy as opposed to far away / engulfed.
		The specific site is already legally developed (e.g. a nonconforming dwelling placed prior to enactment of Shoreland Zoning).
		There are no reasonable alternatives to the proposal or components of the proposal.
		The proposal does not conflict with surrounding land uses. <i>other houses in area</i>
		The overall proposal is environmentally sound.
✓		The site / area is not in a floodplain.

Score on the range below. 1 represents the least amount of proof and 5 represents the most amount of proof.

1	2	3	4	5	Specific Conservancy rezone request / requirements compliance:
				5	(A) Only the minimum area of the lot required for the proposed use is requested for rezoning.
			4		(B) The proposed rezone is in the best interest of Adams County citizens.
			4		(C) The petitioner provided *proof that the proposed rezone is in the best interest of Adams County citizens.
			4		(D) No **significant adverse impact upon storm and flood water storage capacity.
			4		(E) No **significant adverse impact upon maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland.
			4		(F) No **significant adverse impact upon filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters.
			4		(G) No **significant adverse impact upon shoreline protection against soil erosion.
			4	4	(H) No **significant adverse impact upon fish spawning, breeding, nursery or feeding grounds.
			4		(I) No **significant adverse impact upon wildlife habitat.
			4		(J) No **significant adverse impact upon areas of special recreational, scenic or scientific interest, including scarce wetland types.
			4		(K) Petitioner provided *proof that the proposed rezone will not have "***significant adverse impact".
			4		(L) The Applicant's Inventory Checklist does not indicate any concerns.
			44	5	TOTAL: <u>49</u> {A score of 48 (80%) or higher is required for a recommendation of approval}

Findings / Comments: \_\_\_\_\_

COMMITTEE SIGNATURES: \_\_\_\_\_

\_\_\_\_\_

ORDINANCE 7-2012

**ORDINANCE AMENDING ADAMS COUNTY ANIMAL WASTE  
MANAGEMENT ORDINANCE NO. 02-2011**

The County Board of Supervisors of the County of Adams does ordain as follows:

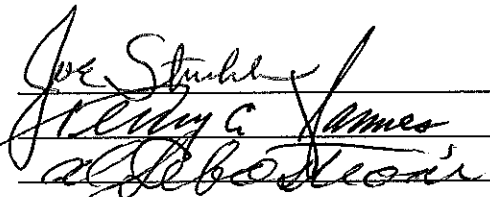
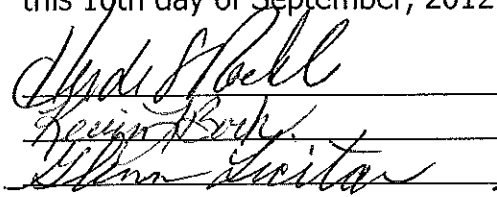
**WHEREAS:** The Adams County Animal Waste Management Ordinance #02-2011 (the "Ordinance") was adopted by the Adams County Board of Directors on March 15, 2011; and

**WHEREAS:** The Adams County Land & Water Conservation Committee, after having given due and proper notice to the public, held a public hearing on June 11, 2012 and on July 9, 2012 approving the changes to Ordinance Sections 4.03A and Section 4.03B, as more fully set forth on Exhibit "A" attached hereto and incorporated herein.

**NOW THEREFORE,** the Adams County Board of Supervisors does hereby ordain the Adams County Animal Waste Management Ordinance #02-2011 be amended to incorporate the changes to Paragraphs 4.03A and 4.03B set forth on Exhibit "A" attached hereto and incorporated herein, as if stated in full.

**BE IT FURTHER RESOLVED,** that this Ordinance shall become effective as of the date of its publication following enactment by the Adams County Board of Supervisors.

Recommended for enactment by the Adams County Land & Water Committee this 10th day of September, 2012.



Published in the Times-Reporter, the official Newspaper of Adams County, on the \_\_\_\_ day of \_\_\_\_\_, 2012.

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this 18th day of September, 2012.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
County Clerk



## Exhibit A

### Section 4 - Standards

#### 4.01 Standards, Specifications and Policies.

The standards of the Field Office Technical Guide (FOTG) Section IV are adopted and by reference made a part of this article as fully set forth therein. Any future amendment, revision or modification of the FOTG incorporated herein is made a part of this article, unless otherwise acted upon by the Land and Water Conservation Committee.

#### 4.02 Standard for Animal Waste Storage Facilities.

The following components of the FOTG will be used when an animal waste storage facility is to be designed, constructed, installed, moved, reconstructed, extended, enlarged, removed, closed, converted, or substantially altered: 313 - Waste Storage Facility; 360 - Closure of Waste Impoundments; 634 - Manure Transfer; and 590 - Nutrient Management.

#### 4.03 Standard for Utilization of Animal Wastes for Nutrients for Plant Production.

- A. Upon meeting requirements of NR151.09, NR151.095 and ATCP 50.08, all animal waste applied to soils for the purpose of plant production shall follow 590 - Nutrient Management of the FOTG. *Animal wastes applied as part of a research project conducted by a University located in Wisconsin shall be exempt of this standard upon approval of the Adams County Land and Water Conservation Department.*

**Note:** NR151.09 and NR151.095 and ATCP 50.08 are included as Appendix F, G and H respectively. These Administrative Codes identify circumstances under which an owner or operator of cropland and/or livestock operation is required to comply with the State performance standards if a bona fide offer of cost sharing is made.

- B. Animal wastes applied *in any manner* to a parcel of land shall not exit the property boundaries of that parcel or enter into states waters due to *sprinkler application overspray/drift*, ponding, surface water runoff or drainage.

**Note:** Parcel property boundaries shall be defined by documents filed with the Adams County Land Information Department.

- C. Animal waste shall not be applied to saturated soils.

Adams County Airport Commission  
Minutes for the August 13, 2012 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:00PM.

Roll Call: J. Kotlowski, J. Reuterskiold, M. Bourke, B. Miller and S. Pollina. Also in attendance was M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Bourke, Second by Kotlowski to approve the agenda. All voted aye, motion carried.

Approve the Minutes of July 9, 2012: Motion by Kotlowski, Second by Pollina to approve the minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

The Bureau of Aeronautics is holding another Airport Operations and Land Use Seminar in Stevens Point on September 26 & 27<sup>th</sup> and Scott urged anyone interested to attend.

Scott introduced a letter that will be sent out to all airport leasee's and regular users regarding the upcoming runway reconstruction and asked for feedback from the commission. Consensus was to send the letter without change.

The service contract for the credit card reader is due to expire. Being a budgeted item the invoice will be forwarded for payment.

Financial/Review Monthly Check Summary:

Scott reported that with 60% of the year having passed only one category, Health Insurance, exceeded that amount but only slightly. Overall, both expenses and revenues remain under budget due to low fuel sales.

Fuel Report:

Scott will have a full fuel report at the end of the 3<sup>rd</sup> Quarter.

Residential Through-the-Fence Access Plan (RTTF):

In process with nothing new to report.

Current Airport Improvement Plan – Update:

Scott reported that the contract for runway replacement and the terms and conditions were approved by Corporation Counsel, signed and forwarded to the Bureau of Aeronautics.

Adams County Airport Commission  
Minutes for the August 13, 2012 Meeting

Next 6 Year Airport Improvement Plan – Update:

Scott reminded the members to consider the next airport improvement plan.

Hangar Site/Access Leases – Status:

Scott reported that one lease remains unpaid.

Discuss and Act on Proposed Increased Height of Transmission Lines Along  
Airport Into Airport Height Zone:

Reuterskiold reported that he was awaiting a call back from the project manager.

2013 Budget – Discuss

The upcoming budget was discussed. With the runway replacement becoming a reality the taxiways next need addressing. The \$10,000 reduction in the budget for the 2012 year left no money for preventative maintenance causing another year delay in the maintenance schedule recommended in the 2009 pavement condition inspection. Consequently, Scott is including funds necessary in the 2013 budget. The budget will be introduced to the commission at the September meeting.

Motion by Bourke, Second by Pollina to accept the managers report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reports that he is still in grass cutting mode. Some repairs this past month were necessary with the replacement of batteries in the tractor. All equipment is again operational.

Motion by Kotlowski, Second by Bourke to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None

Next meeting set for September 10, 2012 at 7PM at the Welcome Center.

There being no further business a motion was made by Bourke to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 7:20 PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

Adams County Airport Commission  
Minutes for the September 10, 2012 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:00PM.

Roll Call: J. Kotlowski, J. Reuterskiold, M. Bourke, B. Miller and S. Pollina. Also in attendance was M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: None

Was the meeting properly announced? Yes

Approve Agenda: Motion by Pollina, Second by Bourke to approve the agenda. All voted aye, motion carried.

Approve the Minutes for August 13, 2012: Motion by Kotlowski, Second by Pollina to approve the minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

A notice from the FAA regarding a new monopole tower in Necedah that will be 91 feet above ground level was received. The location is well outside the 3 mile airport height zone.

Scott produced job descriptions from Personnel for review. He will do so and report to the commission at the next meeting.

Scott also produced the construction schedule received from the general contractor for the runway reconstruction project. A summary of the schedule has been sent out to the hangar owners, access lease holders, both aerial applicators, and regular fuel customers.

Financial/Review Monthly Check Summary:

Scott reported that the last financial statements received were for July and they were reviewed at the August meeting.

Fuel Report:

Scott will have a full fuel report at the end of the 3<sup>rd</sup> Quarter. Fuel sales, however, are still down with just 6,802 gallons having been sold from 1/7/2012 to 9/10/2012.

Residential Through-the-Fence Access Plan (RTTF):

Scott and Pollina reported to the commission that they had met to finalize the new Federally mandated access plan however, changes were made to the regulations during the FAA reauthorization that casts doubt on reapplication. Scott has an email into the Bureau of Aeronautics to resolve the issue.

Adams County Airport Commission  
Minutes for the September 10, 2012 Meeting

Current Airport Improvement Plan – Update:

Scott reported that a preconstruction meeting will take place at the Welcome Center at 10AM on September 12th with construction beginning on September 17<sup>th</sup>. On September 24<sup>th</sup> the black top runway (15/33) will be closed and operations limited to the sod runway (08/26) which will remain open until October 1, then it too will be closed and the airport will be closed. Then, on October 15<sup>th</sup> the airport will re-open with the new blacktop runway (15/33) but the sod runway (08/26) will remain closed until spring.

Next 6 Year Airport Improvement Plan – Update:

The plan remains in progress.

Hangar Site/Access Leases – Status:

Scott reported that one lease remains unpaid. Scott will forward the matter to Corporation Counsel for resolution.

Discuss and Act on Proposed Increased Height of Transmission Lines Along Airport Into Airport Height Zone:

Reuterskiold reported that he has followed up with the consulting firm and has not received a return call.

2013 Budget – Discuss

Scott produced the 2013 budget and led the commission through each page of the proposal. There was some question on part-time wages and benefits that were omitted on the document and Scott added from his notes. Other than a step increase for wages the request is very much the same as last year. Capital improvements are for preventative maintenance of existing blacktop outlined by a 2009 pavement condition inspection. Motion by Bourke to approve the 2013 budget subject to review of part time salary and benefits by the Director of Finance. Second by Pollina. All voted aye, motion carried.

Motion by Reuterskiold, Second by Bourke to accept the managers report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reports the grass keeps growing. All equipment is in working order.

Motion by Pollina, Second by Kotlowski to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None

Adams County Airport Commission  
Minutes for the September 10, 2012 Meeting

Next meeting set for October 8, 2012 at 7PM at the Welcome Center.

There being no further business a motion was made by Pollina to adjourn. Second by Reuterskiold. All voted aye, motion carried. Meeting was adjourned at 7:45 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Scott', written over the printed name.

Michael L. Scott  
Airport Manager

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
JULY 25, 2012

On Wednesday July 25, 2012 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present; Cathy Croke, Secretary; Robert Beaver and Tom Feller. Ron Jacobson was excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Public Hearings: Paul R. Schwanz – Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance to allow the construction of a garage without a primary structure on property located in the SE ¼, SE ¼, Section 23, Township 17 North, Range 5 East, Lot 2 of CSM 555, Brewster Harris Subdivision on W. 15<sup>th</sup> Avenue, Town of Adams, Adams County, Wisconsin. Bob Beaver made a motion to grant the Special Exception. Cathy Croke seconded the motion. Roll Call Vote: 4 – Yes. Motion carried. David P. Haroldson – Special Exception Permit request under Section 3-3.03 of the Adams County Comprehensive Zoning Ordinance to allow modifications to a legal nonconforming structure on property located in the SW ¼, NE ¼, Section 6, Township 19 North, Range 7 East, Lot 35 of Enchanted Woods Subdivision at 744 W. 6<sup>th</sup> Court, Town of Colburn, Adams County, Wisconsin. Tom Feller made a motion to grant the Special Exception Permit. Cathy Croke seconded the motion, but added the condition that a plumbing permit must be obtained. Roll Call Vote: 3 – Yes. 1 – No. (Beaver) Motion carried. Nebojsa & Tatjana Stevanovic – Variance request to the Adams County Comprehensive Zoning Ordinance under Section 4.01 SETBACKS FROM NAVIGABLE WATERS for a proposed dwelling addition and Section 5-6B.04 YARD REQUIREMENTS for proposed garage addition; AND a Variance request to the Adams County Shoreland, Wetland and Habitat Protection Ordinance under Section 6-1.07 EXPANSION OF A NONCONFORMING PRINCIPAL STRUCTURE BEYOND SETBACK for existing balcony/deck and proposed stairway addition to dwelling and Section 6-1.06 VERTICAL EXPANSION OF A NONCONFORMING PRINCIPAL STRUCTURE for stairway addition to dwelling on property located in the NE ¼, NW ¼, Section 5, Township 17 North, Range 6 East, Lot 1 of CSM 3978 at 1151 Dakota Avenue PV., Town of Adams, Adams County, Wisconsin. After much discussion Bob Beaver made a motion to have the petitioner submit a new request with adjusted plans, but they will not have to pay an additional fee. Cathy Croke seconded the motion. Roll Call Vote: 4 – Yes. Motion carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the June 20, 2012 Board of Adjustment meeting for their review. Bob Beaver made a motion to approve the minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried


Correspondence: None.

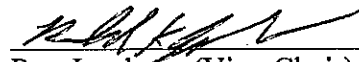
The next Board of Adjustment meetings will be August 15, 2012.

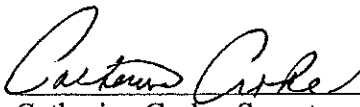
BOARD OF ADJUSTEMENT  
COMMITTEE MEETING MINUTES  
JULY 25, 2012  
PAGE #2

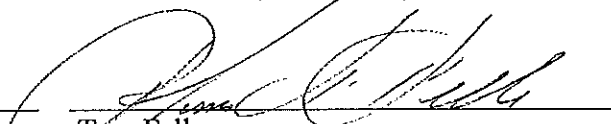
Bob Beaver made a motion to adjourn. Cathy Croke seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:51 A.M.

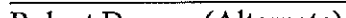
  
Ivan Morrow, Chairman

  
Ron Jacobson (Vice-Chair)

  
Catherine Croke, Secretary

  
Tom Feller

  
Robert Beaver

  
Robert Donner (Alternate)

  
Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**





## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: June 27, 2012

Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

*Present:* Bill Gomoll, Dave Repinski, Sandy Wormet, John Atkinson,  
Jim Layman, Muriel Harper, John Wenum, Dave Singer,  
Diane England, Bob McClyman, Joan Smoke, and John Earl

*Absent:* Scott Beard, Teresa Sumnicht, Charlie Krupa, Kristine Koenecke,  
Don Nobs, Joe Garvin, and Denise Herbst

*Unexcused Absence:* None

Staff Present: Craig Gaetzke, Susan Tucker, Kari Labansky, Lisa Williams,  
Michelle Waltemath, and Donna Lynch

Guests: Jean Christensen

### Opening

1. Motion was made by Bill Gomoll to adopt the agenda. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

Motion was made by Jim Layman to adopt the April 25, 2012 meeting minutes. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. John welcomed guests Craig Gaetzke, Susan Tucker, Kari Labansky, Lisa Williams, Michelle Waltemath, and Jean Christensen.

2. Board Membership/Elections

Motion was made by Muriel Harper to approve new board members including Diane England, Elected Official representing Adams County, Bob McClyman, Elected Official representing Columbia County, Joan Smoke, Elected Official representing Sauk County, and Denise Herbst, Low-Income Rep representing Dodge County. Each new board member gave a brief description of their background and extensive experience. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

John Earl asked board members to review Officer Nominations presented in the board packets, reminded them that nominations could be accepted from the floor, and turned the meeting over to Fred. Fred thanked John and mentioned that we received three nominations for Board President; John Earl, Bill Gomoll, and Charlie Krupa. Bill Gomoll thanked the board for the nomination but respectfully declined. With no other nominations from the floor, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the re-election of John Earl as Board President.

Fred congratulated John and passed the meeting back to him. John thanked the board for their continued support and allowing him to assume the role of Board President for another year.

John continued with the Board Vice-President election. The nominees were Bill Gomoll, John Earl, Charlie Krupa, and John Wenum. John Earl was excluded after being voted in as Board President and John Wenum thanked the board for the nomination but respectfully declined. With no other nominations from the floor, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the re-election of Bill Gomoll as Board Vice-President. Bill thanked the board for their continued support.

John announced that the nomination for Board Secretary was Muriel Harper. With no nominations from the floor, motion was made by Bob McClyman that nominations be closed and a unanimous ballot be cast for Muriel Harper as Board Secretary. Seconded by Bill Gomoll. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that nominations for Board Treasurer were Charlie Krupa, Dave Singer, and John Atkinson. With no further nominations from the floor, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the election of Dave Singer as Board Treasurer.

John reminded board members that one more person will be asked to serve as fifth member of the EPF&A Committee and declared the elections complete.

### 3. President Comments

John mentioned the EPF&A and PBP Committees will be very busy in the coming year. We are working on a new building project for seniors in the Village of Necedah; Rolan's Senior Village named after Fred's mom. He discussed a very successful bus trip taken earlier this year having the opportunity to view several of our properties. We have had a number of personnel changes including reception, buildings and grounds maintenance, and management of Wyona Lake Apartments. He

welcomed new board members and encouraged them to review the by-laws and become familiar with the agency.

John welcomed Jean Christensen of WIPFLI who presented our 2011 Financial Audit results. The report on compliance of our major programs included Weatherization Assistance, Section 8 Vouchers, Low-Income Home Energy Assistance, and Homeless Prevention and Rapid Rehousing. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. Our revenues decreased to .4% and expenses decreased to 10.5%. The agency only spends 3.8% on management and general expense. This means that 96.2% of funding goes out to serve clients; which is lower in comparison to other Community Action organizations. We currently operate 17 programs with Weatherization being the largest at 45.29% of total expenses. Total revenue in 2011 was \$7,975,958 and total expenses were \$6,984,563 with a change in net assets of \$991,395. Net assets at the beginning of 2011 were \$4,478,661; net assets at the end of 2011 were \$5,470,056. The Statement of Financial Position reflected a slight increase in total assets of \$8,645,056 compared to \$7,753,937 in 2010. The Statement of Cash Flows reflected total cash at year end of \$393,772 up from \$348,035 in 2010. Our 2011 expenditures were \$7 million. Unrestricted net assets reflected \$174,987. WIPFLI suggests we continue to find ways to increase this amount. Audit observations included Information Technology Access Rights related to the accounting software and documentation of the review process of bank reconciliations and cash draws. The financial staff and the agency did an excellent job and was well prepared for the audit.

Motion was made by Bill Gomoll to accept the 2011 Financial Audit report as presented by Jean Christensen of WIPFLI with thanks for all their work on our audit. Seconded by Jim Layman. Passed unanimously.  
MOTION CARRIED.

4. Executive Director's Report

Fred thanked Jean and her staff and offered congratulations to new board members and elected officers. We will invite Dick Schlimm, former WISCAP Executive Director, back to conduct new board member training and orientation on Wednesday, July 25th. Habitat for Humanity of Dodge County has invited Fred to an event in which they will present our agency with a substantial amount of money. Fred will also be presenting at the National Taxpayers Association meeting in November in exchange for a donation to our food pantry. Our former board member, Joe Garvin, is currently in an assisted living facility however we will be honoring him soon with more formal recognition for his service with the agency. We had several board members attend the golf outing this year which was quite successful generating just over \$12,000.

Motion was made by Dave Singer to approve the Executive Director's Report of June 27, 2012. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

5. Budget & Finance Report

No formal report.

6. Committee Reports

a. PBP Committee

Bill Gomoll asked board members to review the PBP Committee report of May 11, 2012. The meeting was called to order and roll call was taken with six members present. Motion passed by unanimous vote approving the agenda (with the change of moving #7- Construction Cost Presentations from Builders to #5) and minutes of the April 13, 2012 PBP Committee meeting. The Committee met with two builders who presented quotes for construction of our Necedah Senior Housing project. Motion passed by unanimous vote approving construction of one 8 unit building using the A2 floor plan submitted by Bill Gomoll rather than the originally approved B2 floor plan for our Necedah Senior Housing project. Ed presented the report on buildings maintenance and repairs. Motion was approved by unanimous vote approving the quote presented by Ed for repair of the Adams Dock Retaining wall which will include concrete garden walls for an amount not to exceed \$2,900. Fred updated the committee on the Portage property purchase. Our employee, George Thompson, presented his background in building and construction to Committee members who will consider him for the position of Internal Construction Manager for our Necedah project. Fred will contact Hartje to put together building plans and get architect certification for our HOME grant due June 1, 2012. The next meeting will be held on June 8, 2012.

Bill Gomoll asked board members to review the PBP Committee report of June 8, 2012. The meeting was called to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the May 11, 2012 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Fred reported that we are getting quotes for repair of the Portage Office building roof. With the owner unwilling to negotiate we are on hold with the loan and appraisal from Forward Community Investments. After discussion, motion passed by unanimously vote giving Fred permission to continue pursuing purchase of the Portage

Office building. The HOME Grant for Rolan's Senior Village was submitted by June 1<sup>st</sup>. Committee members reviewed the development budget from the HOME grant. We will be moving ahead with site engineer work. Committee members agreed that our employee George Thompson will be our construction manager for the project with Bill Gomoll and the PBP Committee assisting with specs and subcontracting. Our new board member, Joan Smoke, initiated the idea of pursuing low-income rental housing development in the Dells area. Fred will explore our options regarding possible property and location. Sue of Laser Therapy has committed to rent the spa area in the lower level of the Dells building beginning July 1<sup>st</sup>. A personal trainer has expressed interest in renting out the other available space. The next meeting will be held on July 13, 2012.

Bill updated the board on a change to the building plans for our Necedah Housing Project incorporating fire protection. The change would add one foot to each unit and there would be single access to the utility rooms.

Motion was made by John Atkinson to accept the PBP Committee reports of May 11, 2012 and June 8, 2012. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of May 11, 2012. The meeting was called to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the April 13, 2012 EPF&A Committee meeting. Fred reported on Personnel issues. Michelle presented the Finance Report of March 31, 2012 and a schedule of corporate activity at each of our buildings. Our new client database system is due to be released to employees for a trial period on Monday, May 14<sup>th</sup>. Fred updated the committee on the Portage property purchase. We are on target for implementing the Protective Payee Program from Upper Chamber in Adams by July 1, 2012. Fred updated the committee on status of the Neighborhood Stabilization Program. The sales went well however there was a Land Use Restriction requirement that we were unaware of at the time of the sales. One homeowner would consider signing provided we offer to purchase their home if they decide to sell prior to the five year restriction period. After discussion, motion was made by Charlie Krupa to recommend full board approval of the Lending Resolution which reads "*WHEREAS*: Central Wisconsin Community Action Council, Inc. participated in the Neighborhood Stabilization Program (NSP), a

program funded through and by the American Recovery & Reinvestment Act (ARRA) of 2009; and *WHEREAS*: The intent of the program was neighborhood stabilization, i.e., upgrading and renovation of foreclosed houses by purchase and resale after rehabilitation to income qualified individuals and families; and *WHEREAS*: CWCAC, Inc. purchased a foreclosed house located at 109 Sloan Circle, renovated and rehabilitated that house, then sold the property to a qualified buyer, Ms. Denise & Mr. Matthew Herbst; and *WHEREAS*: At time of purchasing, CWCAC, Inc. failed to inform the buyers, Denise & Matthew Herbst, of the NSP requirement of a Land Use Restriction; and *WHEREAS*: This requirement restricts the buyers from selling the house located at 109 Sloan Circle for the next 15 years from the date of initial closing, to another income eligible buyer in accordance with Federal Regulation 211 CFR Section 92.254(a); and *WHEREAS*: Recognizing our inadvertent failure to have the buyers, Denise & Matthew Herbst, agree by signature to the Land Use Restriction; and *WHEREAS*: The buyers, Denise & Matthew Herbst are considering to now sign the Restriction; recognizing our inadvertent failure to have the buyers, Denise & Matthew Herbst, agree by signature to the Land Use Restriction; *Now there for let it be resolved*: That if the buyers, Denise & Matthew Herbst, sign the Land Use Restriction, CWCAC, Inc. agrees to the following: *Within the 15 year affordability period, which began at closing on April 25, 2011, the Land Use Restriction limits the buyers to selling the house on Sloan Circle to another income qualified individual or family as stated in Federal Regulation 211 CFR Section 92.254(a). If the buyers decide to sell the house prior to the 15 year limit which expires on April 25, 2024, and if an income qualified buyer transaction is unsuccessful after six months of a certified Real Estate Multiple Listing, CWCAC Inc. will purchase the stated property for a fair market price which will be determined by an average value judged by two independent certified appraisers; one each from seller & buyer. Buyer, CWCAC Inc. will purchase the subject house within 90 days of the last day of the Certified Multiple Listing six month listing period.*" Seconded by Bill Gomoll. Motion passed by unanimous vote. Committee members discussed the annual board meeting agenda and order of the day. With elections coming up in June, nomination papers will be sent out prior to the meeting. All board members are invited to the 13<sup>th</sup> Annual Golf Classic being held at Trappers Turn on Thursday, June 14<sup>th</sup> beginning at 10:30 am. New Beginnings Homeless Shelter in Beaver Dam is running smoothly and has an adequate cash balance at this time. The next meeting will be held on June 8, 2012.

John Earl asked board member to review the EPF&A Committee report of June 8, 2012. The meeting was called to order and

roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the May 11, 2012 EPF&A Committee meeting. Fred reported on Personnel issues. Diane Jepson will be laid off as of July 1<sup>st</sup>. A possible reduction in hours for Homeless Unit Staff may occur by July 1<sup>st</sup>. Gina Gray has assumed responsibility for managing Wyona Lake Apartments and will be helping out on the front desk one day a week. Dale Casperson will be assuming the position of Building & Grounds Maintenance/Coordinator. Motion was passed by unanimous vote approving the new position of Buildings & Grounds Maintenance/Coordinator being added to the Wage Scale under Program Coordinator. The financial audit presentation by WIPFLI will take place at the June Board Meeting. Fred reported that we are getting quotes for repair of the Portage Office building roof. Homeless Unit staff Wendy Losacker may be vacating the Portage Office building by the end of June; options for other possible meeting places are being explored. We are still working with the two Neighborhood Stabilization Program homeowners regarding their Land Use Restriction agreements. The agency is again coordinating with the Adams UW-Extension to provide the Summer Lunch Program. Board members are invited to our 13<sup>th</sup> Annual Golf Classic being held next Thursday, June 14<sup>th</sup> at Trappers Turn. If you haven't returned nomination papers for election of officers at the June Board Meeting you will still have the opportunity to nominate on that day. The next meeting will be held on July 13, 2012.

Motion was made by Muriel Harper to accept the EPF&A Committee reports of May 11, 2012 & June 8, 2012. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

7. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction
- d. Employment & Training
- e. Business Development

Program Reports were distributed in the Board Meeting Packets for review prior to the meeting. Craig Gaetzke reported that our Weatherization contract runs out at the end of June and we will have no problem completing the required number of homes. We will not quite spend out the contract with approximately \$125,000 being turned back in to the State which will be redistributed throughout all State WX contracts. There were a total number of 193 freezers, 158 furnaces, 72 water heaters, and 253 windows installed to date. Susan Tucker presented the Homeless Unit Report. We continue to operate with less funding with no

FEMA funding being allocated yet; we do however have a limited amount of United Way funding for Adams, Dodge, Wisconsin Dells, Baraboo, and Reedsburg. Staff are still however very busy assisting clients as required. Lisa Williams presented the Hunger Reduction Program Report. In April 2012 there was a 1% decrease in households served, a 34% increase in donated and/or purchased foods, and a 35% decrease in USDA commodities. In May 2012 there was a 2% increase in households served, a 14% increase in donated and/or purchased foods, and a 38% decrease in USDA commodities. We currently have 125 Section 8 vouchers over four counties.

Motion was made by Jim Layman to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Reports of June 27, 2012. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

8. Old Business

None

9. New Business

None

10. Next Meeting

Wednesday, August 22, 2012 @ 10:00 a.m.

11. Adjourn

Dave Singer made a motion to adjourn. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.



ADAMS COUNTY BOARD OF SUPERVISORS MINUTES  
August 21, 2012 6:00 p.m.

Meeting was called to order by the Chairman West at 6:10 p.m. The meeting was the meeting properly announced. There was a moment of silence followed by the pledge.

**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04 Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-James Bays; Dist. #09-Patrick Gatterman; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #14-Marjorie Edwards; Dist. #15-Jack Allen; Dist. #16-Bill Miller, Dist. #17-Lori Djumadi; Dist. #18-John West, Dist. #19-Terry James, Dist. Dist. #20-Paul Pisellini. (SAYL students excused.)

Res. # 61 to be pulled from the agenda, and rootbeer floats to be taken up after Res. #54, 55 & 56.

Motioned by Djumadi/Roekle to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Eggebrecht/Licitar to approval of July 17, 2012 minutes. Motion carried by unanimous voice vote.

**Public Participation:** None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims: Edwards, Eggebrecht, England, Gatterman, James and Johnson.

**Claims:** None

**Correspondence:** "Adams Friendship High School Achievement Partner" letter from Tanya Kotlowski, High School Principal, dated July 31, 2012 was provided to each supervisor.

**Appointments:** Motioned by Djumadi/Roekle to appoint Ashley Gnat (Development Disabilities Citizen), Beverly Ward (Citizen) and Bobbie Jo Anderson (Physically Disabled Children) to ADRC Advisory Committee. Motion carried by unanimous voice vote.

**Unfinished Business:** none

**Reports and Presentations:**

A. Miscellaneous:

- Administrative Coordinator/Director of Finance provided a written and oral report.
- Daric Smith, RIDC provided an oral report.
- Motioned by Miller/Licitar to approve the Zoning Ordinance from Strong's Prairie replacing 2000 Zoning Ordinance. Motion carried by roll call vote, 20 yes.
- There was a Historical Society presentation by Lucille Davis.

**Resolutions:**

**Chairman West requested to combine Res. #54, 55 and 56 in one motion. There were no objections from the board of supervisors.**

**Res. #54:** Motioned by Kotlowski/Johnson to adopt Res. # 54, 55, and 56. To recognize Carol Johnson's retirement on June 29, 2012, and honor her 25 years of service to Adams County and the Adams County Aging Department.

**Res. #55:** To recognize Rita Riedel's retirement on August 31, 2012, and honor her 25 years of service to Adams County and the Adams County Aging Department.

**Res. #56:** To recognize Daniel William's resignation on May 14, 2012, and to honor his 13 years of service to Adams County and the Adams County Highway Department.

Motion to adopt Res. # 54, 55 and 56 carried by unanimous voice vote.

**Reports and Presentations:**

**Recess:** Motioned by Allen/James recess 6:40 p.m. Motion carried by unanimous voice vote.

Root Beer Floats were provided by UW Extension in honor of Extension's 100<sup>th</sup> Anniversary

**Reconvene:** Called back to order by Chairman West at 7:04 p.m. 20 present.

**Res. #57:** Motioned by Djumadi/Roekle to adopt Res. #57 to authorize the Director of Health and Human Services to apply for a maximum of \$125,000.00 grant from Robert Wood Johnson Foundation Center for Sharing Public Health Services: Shared Services Learning Community to fund improvement of the shared public health

services between Adams County, Juneau County and Sauk County.

Motioned by Djumadi/Allen to amend **FISCAL NOTE:** ~~Budget-neutral~~. Grant funds will be for fiscal year 2013 with no matching funds from the county.

Motion to amend Res. #57 carried by roll call vote, 20 yes. Motion to adopt amended Res. #57 carried by roll call vote, 20 yes.

**Res. #58:** Motioned by Djumadi/Roekle to adopt Res. #58 to authorize the Director of Health and Human Services to apply for a maximum of 400,000.00 grant from the Wisconsin Partnership Program Community-Academic Partnership Fund to fund a Patient Navigator program in Adams County.

Motioned by Djumadi/Allen to amend Res. #58 **FISCAL NOTE:** ~~Budget-neutral~~ *Grant funds will be for fiscal year 2013 with no matching funds from the county.* Motion to amend Res. #58 carried by roll call vote, 20 yes.

*Motioned by Eggegrecht/Sebastiani to amend Res. #58* **NOW THEREFORE, BE IT RESOLVED:** by the Adams County Board of Supervisors that it is hereby approved to authorize the Director of Health and Human Services to act on behalf of Adams County and apply for a maximum of \$400,000.00 grant from the Wisconsin Partnership Program Community-Academic Partnership Fund to fund a Patient Navigator program in Adams County. *Any positions funded by said grant shall cease should grant funds not be renewed.*

Motion to amend Res. #58 carried by roll call vote, 17 yes, 3 no. Voting no, Edwards, Pisellini and Roseberry.

Motion to adopt twice amend Res. #58 carried by roll call vote, 19 yes, 1 no. Voting no, Kotłowski.

**Res. #59:** Motioned by Djumadi/Bays to adopt Res. #59 to rescind all prior Resolutions establishing non-lapsing carryover, and continuing appropriation accounts, with the intent to re-establish those continuing appropriation accounts that are necessary for County operations. Motion to adopt Res. #59 carried by roll call vote, 20 yes.

**Res. #60:** Motioned by Johnson/Bays to adopt Res. #60 to enter into a contract with IROW Waste Services, Inc for the lease and operation of the County MRF.

Motioned by Gatterman/Allen to amend **FISCAL NOTE:** ~~Approximately \$58,000 in lease and recycling tip fees annually.~~ Unrealized revenue from the building lease and recycling tip fees will replace revenues that were budgeted in the Sale of Processed Recyclable Account 46440. Motion to amend Res. #60 carried by roll call vote 20 yes.

Motion to adopt amended Res. #60 carried by roll call vote, 20 yes.

**Res. #61: PULLED** To assure Wisconsin Medicaid that the Adams County Health & Human Services Department will maintain its commitment to furnish the non-federal share of payments on services provided through the Crisis Services Program.

**Ordinance:** None

**Denials:** None

**Petitions:** None

Motioned by James/Licitar to approve claims. Motion carried by unanimous voice vote.

Motioned by Allen/ Sebastiani to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Djumadi to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set next meeting date September 18, 2012 at 6:00 p.m.

Motioned by James/Djumadi to adjourn at 7:45 p.m. Motion carried by unanimous voice vote.

**REMINDER—STATEGIC PLANNING MEETING AT COMMUNITY CENTER Room 145B**

**October 4<sup>th</sup> NEW TIME 1:30**

Respectfully submitted,



Cindy Phillippi

Recording Secretary

Adams County Clerk

These minutes have not been approved.

**Executive Committee Meeting**  
**August 21, 2012 – 5:30 p.m. - Conference Room A-260**

John West, Chair, called the meeting to order at 5:30 p.m. The meeting was properly announced. Members present: John West, Jack Allen, Larry Babcock, Al Sebastiani and Florence Johnson.

Others present: Supervisors Terry James, Joe Stuchlak, and Glenn Licitar; Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Corporation Counsel; and Marcia Kaye, Personnel Director. Kaye acted as Recording Secretary.

**Motion by Sebastiani, seconded by Allen, to approve the Agenda. Motion carried by unanimous vote.**

**Motion by Sebastiani, seconded by Allen,, to convene in closed session at 5:32 p.m. per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act strategy for pending mediation with Adams County Deputy Sheriff's Association Local 355. Motion carried by unanimous vote.**

Supervisors Stuchlak, James, and Licitar left the meeting at 5:45 p.m.

**Motion by Johnson, seconded by Sebastiani to adjourn the meeting from closed session at 6:04 p.m. Motion carried by unanimous vote.**

Respectfully submitted,



Marcia Kaye  
Acting Recording Secretary

**Executive Committee Meeting**  
**September 7, 2012 – 8:00 a.m. - Conference Room A-260**

John West, Chair, called the meeting to order at 8:05 a.m. The meeting was properly announced.

Members of Executive Committee present: John West, Jack Allen, Florence Johnson, and Larry Babcock. Al Sebastiani was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Marcia Kaye, Personnel Director; and Diane Heider, Legal Assistant, Recording Secretary. Attorney John R. "Jack" Albert was excused.

**Motion by Allen, seconded by Johnson, to approve the Agenda. Motion carried by unanimous vote.**

**Motion by Babcock, seconded by Johnson, to approve the Minutes of the August 14, 2012 and August 21, 2012 Executive Committee meetings. Motion carried by unanimous vote.**

There was no public participation. There is no new correspondence.

Discussion was held on Item 8 of the Agenda. West ordered that an action item be added to the December Executive Committee Agenda for individual closed session meetings with the Administrative Coordinator/Director of Finance, the Personnel Director and Corporation Counsel. The purpose of the meeting is to discuss individual department goals, accomplishments and committee expectations. Kaye will provide these three job descriptions to the Committee prior to the December Executive Committee meeting.

**Larson** presented the monthly Administrative Coordinator/Director of Finance report.

- Larson is preparing an analysis of negotiations with Sheriff Union Local 355.
- Larson is planning for the Veterans Day in-service scheduled for November 12, 2012. Group planning will assist in identifying critical training needs. Some topics are loss management, public health, safety, blood borne pathogens, etc. County Board Supervisors are welcome to attend.
- Larson is in contact with Deb DeWitt of the Wisconsin County Mutual to discuss loss prevention related to safety. It is possible to combine services offered thru Wisconsin County Mutual with contracted services to optimize the administration of a safety program. Larson will bring forth a proposal to reappoint a Safety Committee. Kaye commented that Aegis has conducted mandatory training – we are keeping up, but need more training. Allen questioned whether the employees had training to encounter emergencies, i.e., where supplies are kept, evacuation plans.
- The County Employee picnic went well, with good participation. It was a good team/morale builder.

- Larson coordinated a meeting between Public Health, Health & Human Services Director, Parks Dept. and Land & Water departments regarding blue-green algae. We need to develop a policy and procedure for notifying the public of blue-green algae which conforms to the consortium policy.
- Larson is coordinating key personnel and doing due diligence on County issues.

**Marcia Kaye** distributed a handout and gave her report of Personnel Department activities.

- The Assistant to Administrative Coordinator/Director of Finance position is vacant.
- Job descriptions have been distributed to departments for comparison and update.
- Employees are purchasing, at their own expense, polo and t-shirts with the County logo and optional embroidered employee name.

**Jack Albert's** report of Corporation Counsel Department activities was given by Diane Heider, Legal Assistant, including legal opinions, department representation, litigation, guardianship and mental commitment caseloads.

**No vouchers were available for review and/or approval.**

The next meeting is scheduled for **October 9, 2012 at 8:00 a.m.** Action items for the December, 2012 Agenda will include individual closed sessions for discussion of goals, accomplishments and expectations of Corporation Counsel, Administrative Coordinator/Director of Finance, and Personnel Director.

**Motion by Allen, seconded by Babcock** to convene in closed session at 8:55 a.m. per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act strategy for pending mediation with Adams County Deputy Sheriff's Association Local 355. **Motion carried by unanimous vote.**

The Committee then reconvened in open session per Wis. Stats. §19.85(2) at 9:19 a.m., to consider and vote on appropriate matters. **No motions were made post-closed session.**

**Motion by Allen, seconded by Babcock,** to adjourn the meeting at 9:21 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

*Diane M. Heider*

Diane Heider

Recording Secretary

# ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

THURSDAY, AUGUST 9, 2012 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
Florence Johnson  
Patrick Gatterman ~ Arrived at 9:10 A.M.  
James Bays

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Shana  
Miklavicic-Wallner, Jane Esposito, Alicia Miklavicic-Franz  
and Nick Scholtes

**CALL MEETING TO ORDER:** The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, August 9, 2012.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, JOHNSON, MORGAN AND BAYS. MEMBER  
ABSENT: GATTERMAN ~ EXCUSED, WILL BE ARRIVING LATE.

**APPROVAL OF AGENDA:** *Motion by Johnson to approve the Agenda as presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETING (JULY 12, 2012 REGULAR MONTHLY MEETING):** *Motion by Bays to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for JULY 12, 2012 Regular Monthly Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public participation was requested for the following Agenda items:

- Bridge Safety Lighting
- County Road Z Bridge Lighting

**HIGHWAY COMMITTEE MEMBER PATRICK GATTERMAN ARRIVED AT 9:10 A.M.**

**REVIEW & ACT ON COUNTY ROAD B RESURFACE (MATERIAL ONLY) BIDS:** (SEE ATTACHED BID TABS FOR COUNTY ROAD B RESURFACE ~ MATERIAL ONLY) *Motion by Morgan to award the County Road B Resurface (Material Only) to D.L. Gasser Construction for an amount of \$43.11 per ton, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON COUNTY ROAD B RESURFACE BIDS:** (SEE ATTACHED BID TABS FOR COUNTY ROAD B RESURFACE) *Motion by Bays, second by Gatterman to award the County Road B Resurface to D.L. Gasser Construction for:*

- Asphalt Milling \$5.98 SY
- Shouldering (3/4" CABC) \$12.84 per ton
- Asphalt Paving \$7.08 per ton
- ALT. 1A & ALT. 1B Deduct \$1.30 per ton

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
AUGUST 9, 2012 ~ 9:00 A.M.**

***VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**BRIDGE SAFETY LIGHTING:** Shana Miklavicic-Wallner, Jane Esposito and Alicia Miklavicic-Franz were present to discuss the importance and safety to have lighting on bridges and asked the Highway Committee to consider lighting the Klein & Burch Bridges that are located on County Road Z. Highway Committee Member Gatterman will gather more information reference bridge lighting and report back to Highway Committee with his findings.

**COUNTY ROAD Z BRIDGE LIGHTING:** Street lights at the CTH Z Klein Creek Bridge has been discussed at a previous Highway Committee Meeting due to the question of who should be responsible to pay the electric charges. Currently Adams-Columbia Electric Co-op has been paying for the electric charges and will no longer be doing this and will be turning the lights off if the county does not agree to take over the lighting bills. This topic was discussed at the Highway Safety Committee meeting on 8/8/12 and a motion was made to keep the lighting and ask that the County pay for this to keep this area visible due to high traffic pedestrian/boat and vehicles on County Road Z. *Motion by Babcock to postpone the County Road Z Klein Creek Bridge Lighting until the September Highway Committee Meeting, so more information can be obtained, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**SCENIC BYWAYS:** *Motion by Bays to participate in the Scenic Byways, Phase I assessment, with a cost not to exceed \$5,000, providing all other counties participate, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**COUNTY ROAD E (CTH G TO 1<sup>ST</sup> AVENUE) PROJECT – CHANGE ORDERS:** *Motion by Gatterman to accept the County Road E (CTH G to 1<sup>st</sup> Avenue) change orders #1 and #2 as submitted, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (SEE ATTACHED CHANGE ORDERS #1 & #2)*

**REVIEW & APPROVE COUNTY ROAD “Z” (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, ADMINISTRATIVE REVISIONS, CONDEMNATIONS & OFFERING PRICE REPORTS:** NONE

**JOB DESCRIPTIONS:** Discussed current job descriptions in highway department and the need to revise them. Highway Commissioner will start working on revising job descriptions as instructed by the Highway Committee and present revised job descriptions back to Committee at future meetings.

**REVIEW & ACT ON REVISED ASE CERTIFICATION POLICY:** *Motion by Gatterman to approve the revised ASE Certification Policy was presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (ASE CERTIFICATION POLICY ATTACHED)*

**EQUIPMENT DISPOSAL:** Discussed the On-Line Wisconsin Surplus Auction that is currently selling the highway equipment: 15, 11, 11T, 397, 697V, 697W, 147 and attachments. All of the equipment with the exception of truck #147 with attachments has exceeded the book value and this piece of equipment is in poor condition. *Motion by Gatterman to sell all of the highway equipment that is on the On-Line Wisconsin Surplus Auction even if it has not met the book value, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**2013 PROPOSED HIGHWAY BUDGET:** Highway Commissioner presented the 2013

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
AUGUST 9, 2012 ~ 9:00 A.M.**

Highway Budget to the Highway Committee with no increase in the Highway County Levy amount from 2012, which was \$3,423,672.00. The Highway Committee and Commissioner reviewed and discussed all of the documents that make up the Highway Budget. *Motion by Gatterman to approve and forward to the Finance Committee the 2013 Highway Budget as presented with no increase to the County Levy from the prior year: TOTAL REVENUES \$7,016,396, TOTAL EXPENSES \$7,016,396 COUNTY TAX LEVY \$3,423,672.00, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Seal Coat Surfacing for City of Wisconsin Rapids
- Shoulder Maintenance
- CTH E Construction Project
- Bridge Audit (Level 1)
- CTH G Closure Enbridge Pipeline
- Break Room Accommodations
- New truck has been delivered

**FINANCIAL REPORT:** *Motion by Gatterman to approve the July 2012 Financial Report as audited, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the July 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Gatterman to approve the Monthly Check Summary report as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- COUNTY ROAD Z BRIDGE LIGHTING
- JOB DESCRIPTIONS
- PAINT CONTRACT / RESOLUTIONS

**SET NEXT MEETING DATE AND ADJOURN:** *Motion by Gatterman, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Wednesday, September 12, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:50 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**



**Joint Administrative/Finance - Executive Committee Meeting**  
**August 14, 2012 – 8:00 a.m. - Conference Room A-260**

John West, Chair, called the meeting to order at 8:00 a.m. The meeting was properly announced.

Members of Executive Committee present: John West, Al Sebastiani, Jack Allen, Florence Johnson, and Larry Babcock.

Members of Administrative/Finance Committee present: Lori Djumadi, John West, Larry Babcock, Al Sebastiani and Jerry Kotlowski.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; and Diane Heider, Legal Assistant, Recording Secretary; Sheriff Sam Wollin; Chief Deputy Terry Fahrenkrug; Highway Commissioner Pat Kotlowski; and County Clerk Cindy Phillippi.

**Motion by Sebastiani, seconded by Babcock, to approve the Agenda. Motion carried by unanimous vote.**

**Motion by Babcock, seconded by Johnson, to approve the Minutes of the July 10 and July 17, 2012 Executive Committee meetings. Motion carried by unanimous vote.**

There was no public participation. There is no new correspondence.

Discuss and/or act on on-call pay for Sheriff's Department Lieutenants. **Motion by Allen, seconded by Babcock, to deny on-call pay to Sheriff Department Lieutenants. West, Allen, Johnson and Babcock voted yes; Sebastiani voted no.**

The Administrative-Finance Committee members were then excused from the meeting.

Discuss and/or act on wage and benefits for budget year 2013. **No action was taken.**

Discuss and/or act on compensation study for county positions. **Motion by Allen, seconded by Babcock, to use Wipfli for the County wage study, with the added condition that a Supervisor Committee will be set by the County Board Chair. West, Allen, Johnson and Babcock voted yes; Sebastiani voted no.**

**Motion by Sebastiani, seconded by Allen, to recess at 9:45 a.m. for a ten-minute break. Motion carried by unanimous vote. Motion by Allen, seconded by Johnson to reconvene the meeting at 9:55 a.m. Motion carried by unanimous vote.**

**Motion by Sebastiani, seconded by Babcock** to convene in closed session at 9:55 a.m. per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act strategy for pending mediation with Adams County Deputy Sheriff's Association Local 355. **Motion carried by unanimous vote.**

The Committee then reconvened in open session per Wis. Stats. §19.85(2) at 10:22 a.m., to consider and vote on appropriate matters. **No motions were made post-closed session.**

Larson presented the Administrative Coordinator/Director of Finance 2013 proposed budget. **Motion by Allen, seconded by Babcock**, to approve the Administrative Coordinator/Director of Finance 2013 budget and forward to County Board for approval. **Motion carried by unanimous vote.**

Albert presented the Corporation Counsel Department 2013 proposed budget. **Motion by Allen, seconded by Sebastiani**, to approve the Corporation Counsel 2013 budget and forward to County Board for approval. **Motion carried by unanimous vote.**

Kaye presented the Personnel Department 2013 proposed budget. **Motion by Sebastiani, seconded by Babcock** to approve the Personnel Department 2013 budget and forward to County Board for approval. **Motion carried by unanimous vote.**

**Larson** presented the monthly Administrative Coordinator/Director of Finance report.

- Larson visited with Joan Ballweg who is new to the area due to redistricting.
- If the Executive Committee members hear comments that would improve our budgeting process, please advise AC/DOF office.
- Rapid Learning Institute training will be discussed at Department Head meeting. The goal is to use time saving tools to help managers build teams through discipline and morale. Presentations are in 15-minute sessions.
- Safety Training/OSHA reporting requirements discussion. **Motion by Babcock, seconded by Allen**, to forward to the Admin/Finance Committee. **Motion carried by unanimous vote.**

**Jack Albert** gave his report of Corporation Counsel Department activities including legal opinions, department representation, litigation, guardianship and mental commitment caseloads.

**Marcia Kaye** distributed a handout and gave her report of Personnel Department activities.

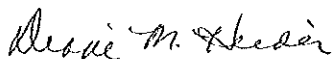
- Health risk assessments will be conducted in August.
- A 5-minute training video can be obtained to train employees on how to protect themselves in active shooter situations.

**Motion by Babcock, seconded by Allen**, to approve vouchers. **Motion carried by unanimous vote.**

- The next meeting is scheduled for **September 7, 2012 at 8:00 a.m.** Action items will include:  
Discuss and/or act strategy for pending mediation with Adams County Deputy Sheriff's Association Local 355.
- Discuss and/or act on information regarding employee review and/or expectations.

**Motion by Allen, seconded by Johnson, to adjourn the meeting at 11:32 a.m. Motion carried by unanimous vote.**

Respectfully submitted,



Diane Heider

Recording Secretary

## LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES

August 13, 2012

TIME: 9:00a.m. PLACE: A231

Called meeting to order at 9:00a.m. Roll call showed Barb Morgan excused and Kevin Bork absent, all others present.

Harrison stated that the meeting was properly noticed.

Motion by Roekle/James to Approve Agenda. Passed Unanimously.

Motion by Licitar/Roekle to Approve minutes of July 9, 2012 Land & Water Conservation Committee meetings. Passed Unanimously.

Public participation: No Public present.

There was no Wildlife Abatement and Claims report.

There was no report given for the WDNR.

There was no report given for the NRCS.

L&WC Department report and possible action- the July 2012 Department Report was given to committee members, questions and discussion occurred on New Chester Dairy/waste storage. James commented on the placement of the buoys in the Tri-Lakes, he has heard positive things about the buoys being placed in front of the dams. Murphy updated the committee on the progress of the placement of the buoys on Big Roche-a-Cri – this Friday, August 17<sup>th</sup> at 9am there is a conference call taking place involving the DNR, Murphy, Rich Matzke and Jack Allen.

Central Wisconsin Windshed Partners report – Licitar gave the report. Next meeting is August 20, 2012 at 9:30am agenda items include budget, 2013 fee schedule and renaming of the organization.

Golden Sands Resource Conversation and Development, James reported that their next meeting is this Saturday, August 18<sup>th</sup> and that it is their 40<sup>th</sup> anniversary dinner party. He is concerned that their count will be down for this gathering due to late advertising. Next meeting is set for Sept 20, 2012.

There was no report given for the USDA Farm Services Agency.

Financial Report- Murphy discussed that due to the increased gas prices we will probably be over budget in that line item. Unemployment is over due to the fact that nothing is ever budgeted for that.

Introduction of Scott Noble/Discussion of natural resources- Scott Noble was not present.

Report on Dave Dehmow's progress with resolving storm water runoff issue.- Murphy reported, "Everyone seems to be on the same page." Dehmow is currently working with MSA in developing a design which he will provide to Murphy for review.

Report on plat map for Big Springs. MSA is supposed to have completed this plat map already; this plat map has been paid for. Letter will be sent from committee giving MSA 10 days to have this completed.

Discuss and possible action on 2013 budget. Items that were discussed; health insurance increase due to different employee in conservation clerk position.; \$30,000 for contracted services is listed for Agronomist contracted services with Golden Sands RC&D. Convention fees were moved to DATCP. Discussion on the \$85,000 listed under capital improvements. This was broken down as \$50,000 for capital improvements (dam repairs) and

\$35,000 listed for the possibility of purchasing the property next to the Easton Dam. It was decided to take the \$35,000 out of capital improvements, leave the \$50,000.

Motion was made by James/Stuchlak for L&WC Department to look into purchasing the property next to the Easton Dam.

Other items that were discussed regarding the 2013 budget were uniforms, Computer/software purchase for NR 151; Lake Specialist percentages (2012 was 57% and 2013 will be 37% paid by county), under vehicles; gas is broken down per department. Upcoming dam repairs; Sherwood and Arrowhead seal replacements. For 2013 the costs will be for the engineering fees for the design and for 2014 the costs will be for the actual replacement of the seals. Small equipment increase is for the purchase of a lawn mower and weed eater to take care of McGinnis and Peppermill.

Motion to approve the 2013 Budget by James/Licitar. Passed unanimously.

Meeting to sign off on budget items is set for August 21, 2012 at 5:45pm prior to the County Board Meeting.

Communications: Murphy spoke about his frustrations in regards to the budget process and requested the process change. Murphy brought forth the article on Wetlands at Risk-ACT 118 – developers to fill in wetlands, Committee decided to provide comment.

Discussion on bids that came in for Camelot repairs/ Ayres suggested that we accept base line bid- Holtz Letter sent to Tri-Lakes giving permission for trapping to take place on dams.

A letter was sent to the animal waste ordinance advisory group in regards to first meeting/copy to be given to all committee members.

Discussion on boat washing stations to be installed at county parks –

Motion to break for 5 minutes at 10:55am – to include Fred from Parks in the discussion.

Meeting called back to order at 11:00am –

A joint committee meeting is requested between Health & Human Services/Parks/Land & Water Conservation Department in regards to blue-green algae and boat washing stations to be placed at the landings. It was discussed that this meeting take place in early November. Fred Nickel stated that he has attended several of these types of meetings and he is not able to attend this meeting in November but that he wants it noted that his department will be 100% cooperative in this matter.

Next meeting date is September 10, 2012 at 9:00 a.m. in room A231

Motion to Adjourn by James/Roekle at 11:25pm - Passed Unanimously.

Respectfully submitted;  
Michelle Harrison

## ADAMS COUNTY

### **LAND & WATER CONSERVATION COMMITTEE MEETING MINUTES**

DATE: August 21, 2012    PLACE: Room: A260

Meeting was called to order at 5:46 p.m. and roll call showed all present except Sebastiani who was excused and Bork who was absent.

Murphy declared the meeting was properly noticed.

Committee members discussed 2013 Land & Water Conservation, County-Owned Dams and Natural Resources Budgets supporting documents and approved them by signing the cover pages.

Motion by Stuchlak/Roeckle to Adjourn. Motion passed unanimously.

**Adams County Library  
Board Minutes  
7/23/12**

The meeting was called to order by President Nelson at 1:05 p.m. Present were Nelson, Townsend, Albrecht, Challoner, Heideman, and Director Wavrunek. England was excused. Kreten was absent.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda was made by Townsend, 2<sup>nd</sup> by Albrecht and carried unanimously.

Public input was invited. None present.

**Recommended Actions: minutes, bills and financial report:**

**Motion** to approve the minutes of the June meeting was made by Challoner, 2<sup>nd</sup> by Townsend and carried unanimously.

Information on the bills was included in the Financial Report and reviewed. Recent bills were disseminated for initialing.

**Motion** to approve the Financial Report for June was made by Townsend, 2<sup>nd</sup> by Heideman and carried unanimously.

**Communications & Reports:**

Nelson reported she received a request to look into copyright safety on the library computers. A book was downloaded for free when it should have been paid for.

**South Central Library System report:**

Nelson reported the last meeting was June 28<sup>th</sup>. A review of the budget was approved, there will be no more contingency funds used to balance the budgets and SCLS has hired a consultant to assist with inter-organization communication improvement. Nelson disseminated a copy of the mid-year budget and stated that SCLS is researching budget issues and possible solutions.

**Director's Report:**

- A. Circulation is up 34% for the year.
- B. Budget – Wavrunek attended an all directors' meeting. He reported that possible SCLS Saturday delivery will be cut and multiple day delivery may be reduced. Some fundraising plans discussed at the meeting may be introduced in the Adams Library. Wavrunek just received budget information from the County reporting a 2% increase in wages and a health care increase, yet the budget needs to remain the same = cuts will be needed. The collection budget and operating hours will be researched.
- C. Library Book Store (on the internet) – work on the book store has been suspended while the organizer is on vacation. Credit card capabilities have been ok'd by the County. Townsend will help.

- D. August Book Sale – Conflict with using the large Community Center room will result in part of the book sale taking place in the smaller rooms and the hallway. The sale is the first weekend in August.
- E. Discussion of a presentation by the Poet Laureate of Wisconsin – possibly in Sept. or Oct. He may work with H.S. students and other interested poets through a workshop presentation. The Laureate will also do a reading for the public.

**Review Wireless Internet Access Policy:**

**Motion** to approve the Wireless Internet Access Policy as presented was made by Nelson, 2<sup>nd</sup> by Challoner and carried unanimously.

**Discuss Landscaping with UWEX:**

Wavrunek talked to UW Ext. about an architectural school person hired to make recommendations concerning landscaping. The Master Gardeners will be involved. A possible marquee for advertising upcoming Aging, Library and Extension events was discussed.

**Acknowledge Barb Albrecht for Service:**

A celebration will be held at the Library from 2 p.m. until 5 pm on Monday, August 20<sup>th</sup>.

**Director Evaluation:**

**Motion** to convene in closed session per Sec. 19.85(1)(c), Wis. Stats., to evaluate Director Wavrunek was made at 1:50 p.m. by Nelson, 2<sup>nd</sup> by Townsend. Roll call vote = Townsend-yes, Nelson-yes, Heideman-yes, Challoner-yes, and Albrecht-yes.

**Motion** to reconvene in open session per Sec. 19.85(2), Wis. Stats. was made at 2:05 p.m. by Nelson, 2<sup>nd</sup> by Townsend. Roll call vote = Townsend-yes, Nelson-yes, Heideman-yes, Challoner-yes, and Albrecht-yes.

**Identify possible upcoming items for future meetings:**

- A. Landscaping progress
- B. Book Sale Report
- C. Budget process
- D. Poet Laureate arrangements
- E. Library Brat Fry on Aug. 24<sup>th</sup> at AFCM

The meeting was adjourned at 2:09 p.m.

The next meeting will be held Monday, Aug 27<sup>th</sup> at 1:00 at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary





**Adams County Library  
Board Minutes  
8/27/12**

The meeting was called to order by President Nelson at 1:08 p.m. Present were Nelson, Townsend, Albrecht, Challoner, England, Kreten and Director Wavrunek. Heideman was excused.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda was made by Albrecht, 2<sup>nd</sup> by Townsend and carried unanimously.

Public input was invited. None present.

**Recommended Actions: minutes, bills and financial report:**

**Motion** to approve the minutes of the July meeting was made by Challoner, 2<sup>nd</sup> by Kreten and carried unanimously.

Information on the bills was included in the Financial Report and reviewed. Recent bills were disseminated for initialing.

**Motion** to approve the Financial Report for July was made by Townsend, 2<sup>nd</sup> by Kreten and carried unanimously.

**Communications & Reports:**

Nelson reported she received a thank you from Barb Albrecht for the reception in her honor. Townsend discussed questions she has received concerning changes to the Thursday morning Head Start Reading Program at the library. Wavrunek will research.

**South Central Library System report:**

Nelson reported the South Central budget was discussed. The System is researching investment information. It is also cutting corners where possible. A tech position will not be filled – hoping to reconfigure work assignments to cover. The System has hired a consultant to help with reorganizing the governing structure. An agreement has been reached concerning the LINK and non-LINK users.

**Director's Report:**

- A. Circulation is up 35% in July.
- B. Budget – Wavrunek will be meeting with the County Administrator/Director of Finance this week. He will also be meeting with the Finance Committee on Sept. 14<sup>th</sup>.
- C. Library Book Store (on the internet) – progressing nicely! The library has received many book donations for possible sale.
- D. August Book Sale – the intake from the annual Crazy Days Book Sale was below average.

**Poet Laureate Arrangements:**

The Poet Laureate will present at the Adams/Friendship High School in the morning and at the library starting at 6:30 p.m. on Oct 2<sup>nd</sup>. Refreshments will be served at the library presentation.

**Discuss Landscaping with UWEX:**

There has been little progress, lately.

**Brat Fry Update:**

The pie sale was successful. The Brat Fry was average.

**Introduce new Board member/Barb Albrecht's last meeting:**

Leslie Fugate, the new Board member, could not attend. She was required to attend the new staff orientation meeting for the school district. She will be attending the Sept. meeting.

**Identify possible upcoming items for future meetings:**

- A. Finalize plans for the Oct. 2<sup>nd</sup> Poet Laureate reception
- B. Report on the Sept. 14<sup>th</sup> Administration/Finance committee meeting.
- C. Budget Report
- D. Welcome New Board Member
- E. Update on the progress of the Mason Lodge Matching Fund

The meeting was adjourned at 1:48 p.m.

The next meeting will be held Monday, Sept. 24<sup>th</sup> at 1:00 p.m. at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary

A handwritten signature in cursive script, appearing to read "Barb Albrecht", with a long horizontal flourish extending to the right.

**Adams County Local Emergency Planning (LEPC) Committee**

Monday, August 20, 2012

9:30 a.m. – Community Center Building, Conf. Rm. 103

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held on Monday, August 20, 2012, in Conference Room 103 at the Adams County Community Center. Deputy County Clerk Barb Waugh called the meeting to order at 9:30 a.m. The meeting was properly noticed.

Roll Call - Members present: Dean Morgan, County Board Supervisor; John Frantz, Chief, Rome Fire Dept.; Todd Hanson, City of Adams Chief of Police; Sam Wollin, Sheriff; Scott Firlus, Wis. River Cooperative; Chris Saloun, Public Health; Jeff Rogers, ARES/RACES; Pat Kotlowski, Highway Commissioner and Jane Gervais, Emergency Management Director. Members not present: Scott Switzer, Moundview Memorial Hospital; Darcie Beckman, Times Reporter; Jodi Stormoen, DNR Ranger; Terry James, County Board Supervisor; American Red Cross Representative and WDKM Radio Representative. Others present: Terry Fahrenkrug, Chief Deputy; Gerry Parks, ARES/RACES; and Barb Morgan.

Deputy County Clerk Barb Waugh called for a nomination as Chair. Gervais nominated Dean Morgan as Chair. **Second by** Frantz to nominate Morgan as Chair. Deputy County Clerk Barb Waugh called for any other nominations three times. No other nominations. Deputy County Clerk Barb Waugh closed nominations. **Motion carried.** Supervisor Dean Morgan was unanimously appointed as Chair.

Chair Morgan called for nominations for Vice-Chair. Gervais nominated Chief Todd Hanson for Vice-Chair. **Second by** Frantz to nominate Chief Todd Hanson for Vice-Chair. Chair Morgan called three times for any other nominations. No other nominations. **Motion carried.** Chief Todd Hanson was unanimously appointed as Vice-Chair.

Chair Morgan called for nominations for Secretary. Chief Hanson nominated Jane Gervais for Secretary. **Second by** Hanson to nominate Jane Gervais for Secretary. Chair Morgan called three times for any other nominations. No other nominations. **Motion carried.** Jane Gervais was unanimously appointed as Secretary.

**Motion by** Hanson/Saloun to approve the agenda. **Motion carried.**

**Motion by** Firlus/Frantz to approve the minutes of February 27, 2012. **Motion carried.**

**LEPC Bylaws. Review of and any recommendations.** No updates or recommendations for any changes. **Motion by** Firlus/Saloun to approve the by-laws as they stand. **Motion carried.**

**LEPC Membership, review and act on recommendations for appointment.** **Motion by** Hanson/Firlus to approve the appointments of Terry Fahrenkrug, Chief Deputy, Adams County Sheriff's Dept., to replace Les Beckman and Nick Segina, WDKM Radio, to replace Isolina Jackson and to forward the appointment on to Public Safety & Judiciary Committee and then on to County Board. **Motion carried.**

**Review/approval of off-site Plans for Facilities with Extremely Hazardous Chemicals.**

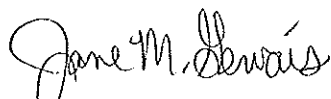
Gervais explained revisions made to the EPCRA Offsite Plans for the three facilities: Gary Bula Farms, Wilbur Ellis and Wisconsin River Cooperative. **Motion by Wollin/Kotlowski to approve the off-site facility plans with changes as discussed. Motion carried.**

**Public Input.** No public input.

The next meeting date of this committee will be Monday, February 18, 2013, at 9:30 a.m., at the Adams County Community Center.

**Motion by Frantz/Firlus to adjourn at 9:50 a.m. Motion carried.**

Respectfully submitted,



Jane M. Gervais  
Secretary/Coordinator of Information  
Adams County Emergency Management Director

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: August 1, 2012

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 3:00 P.M. on Wednesday August 1, 2012 with the following members present. Glenn Licitar, Terry James, Randy Theisen, Al Sebastiani, Heidi Roekle and Barb Morgan. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Greg Rhinehart, Surveyor; Jodi Helgeson, Register of Deeds; Trena Larson, County Administrator. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried. Public Hearings: None.

Al Sebastiani made a motion to deviate to item #11 Discussion and possible action on online Septic Tank Maintenance reporting with a presentation from Steve Moore from Transcendent Technologies. Heidi Roekle seconded the motion. All in favor. Motion carried.

Phil McLaughlin introduced Steve Moore who gave a presentation on sanitary permit tracking and on line reporting by plumbers. Discussion was held regarding efficiency of the program and cost of software along with yearly maintenance fees.

Chairman Stuchlak stated that Public Participation would be taken as needed.

Glenn Licitar made a motion to approve the minutes from the July 5, 2012 meeting as presented. Heidi Roekle seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of July to the Committee for review. Mr. Rhinehart stated that his two year term as County Surveyor expires at the end of 2012. Discussion was held with regard to increasing Mr. Rhinehart's retainer from \$3,600 to \$4,200 and the term of office from 2 year to 4 year. Terry James made a motion to approve the Surveyor's report as presented and to agendize a Resolution to make the County Surveyor's position from a 2 year term to a 4 year term and appointment of such on the September Planning & Zoning Agenda. Heidi Roekle seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson reported that her office is now recording electronically. Discussion was held regarding Register of Deeds Budget. Trena Larson, County Administrator reported that a 12% health increase and 2% wage increase has been budgeted for but not guaranteed. Ms. Larson also stated that all budgets are due in the Administration office by August 24, 2012.

It was the Committee's consensus to meet at 5:00 P.M. on Tuesday August 21, 2012 before County Board for discussion and possible action on the budgets for Register of Deeds, Land Information, County Surveyor and Planning & Zoning. The agenda will also include discussion and possible action on a Resolution for increasing the County Surveyor Term of office from 2 years to 4 years with an increase of wages from \$3,600.00 to \$4,200.00.

Department Updates: Phil McLaughlin informed the Committee that Janene Harper was hired to fill the vacant secretary/bookkeeper position.

Phil McLaughlin presented the Financial Report for the month of June, 2012 to the Committee for review. Barb Morgan made a motion to approve the Financial Report as presented. Heidi Roekle seconded the motion. All in favor. Motion carried.

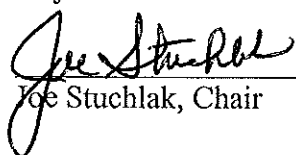
PLANNING & ZONING COMMITTEE  
MONTHLY MEETING  
AUGUST 1, 2012  
PAGE #2

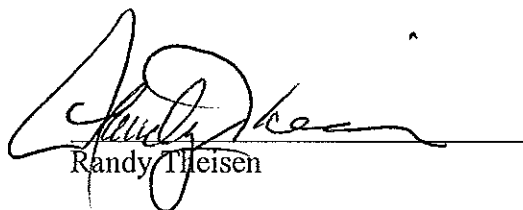
Correspondence: None.

Next meeting date: August 21, 2012 at 5:00 P.M. before County Board for discussion and possible action on budgets for Register of Deeds, Land Information, County Surveyor and Planning & Zoning. The regular monthly meeting will be September 5, 2012 at 8:30 A.M. for an on-site with Public Hearings at 9:00 A.M.

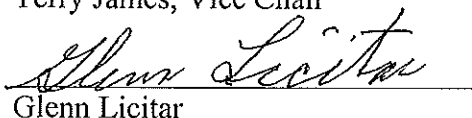
Glenn Licitar made a motion to adjourn. Randy Theisen seconded the motion. All in favor. Motion carried.

Adjourned: 5:17 P.M.

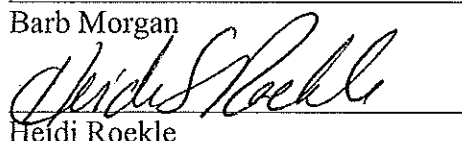
  
Joe Stuchlak, Chair

  
Randy Theisen

Terry James, Vice Chair

  
Glenn Licitar

Barb Morgan

  
Heidi Roekle

Al Sebastiani

  
Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: August 21, 2012

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 5:00 P.M. on Wednesday September 21, 2012 with the following members present. Glenn Licitar, Terry James, Randy Theisen, Al Sebastiani, Heidi Roekle and Barb Morgan. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Greg Rhinehart, Surveyor and Jodi Helgeson, Register of Deeds. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Al Sebastiani made a motion to approve the agenda as noticed. Heidi Roekle seconded the motion. All in favor. Motion carried.

Discussion was held regarding a Resolution to appoint Greg Rhinehart as the County Surveyor for a two or four year term with an increase in the retainer from \$300 to 350.00 a month, along with the proposed 2013 Surveyor's Budget. Terry James made a motion to approve the Resolution for a two year term and reduce the retainer amount to \$325 and forward it to the Administration and Finance Committee for approval, with a suggestion that Mr. Rhinehart readjust the budget in two years. Motion seconded by Randy Theisen. All in favor. Motion carried.

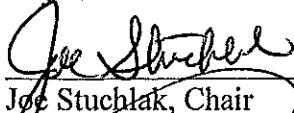
Discussion was held regarding the Register of Deeds 2013 proposed budget. Jodi Helgeson stated that the Department operating expense is the same as last year. Terry James made a motion to approve the proposed budget and forward to the Administration and Finance Committee for approval. Barb Morgan seconded the motion. All in favor. Motion carried.

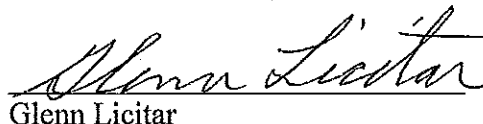
Barb Morgan made a motion to approve the Land Information 2013 proposed budget and forward to the Administration and Finance Committee for approval. Al Sebastiani seconded the motion. All in favor. Motion carried.

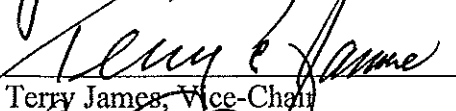
Discussion was held regarding the Planning & Zoning 2013 proposed budget. Terry James made a motion to approve the proposed budget with a correction to the Anticipated Revenues (zoning permits-fees) on page #8 of the packet from \$175,000 to \$200,000 and forward to the Administration and Finance Committee for approval. Heidi Roekle seconded the motion. All in favor. Motion carried.

Terry James made a motion to adjourn. Heidi Roekle seconded the motion. All in favor. Motion carried.

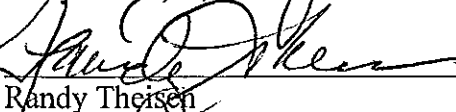
Adjourned: 5:16 P.M.

  
Joe Stuchlak, Chair


  
Glenn Licitar

  
Terry James, Vice-Chair

  
Barb Morgan

  
Randy Theisen

  
Heidi Roekle

  
Al Sebastiani

  
Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

## Property Committee Minutes

August 15, 2012, 8:00 a.m.

The meeting was called to order by Chairman Allen at 8:00 a.m.

The meeting was properly announced. Present, Djumadi, Kotlowski, Miller, James and Allen. Also present Mary Ann Bays, Cindy Phillippi, Donna Wood and guest.

Motioned by James/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

5 minute discussion in regards to tractor at fairgrounds took place. Donna Wood, Personnel Estate

Representative for Thomas Morgan expressed issues related to a 1930 Model A (converted into a snowmobile).

The item is located at the fairgrounds housed by the old farmers. There is no evidence that Thomas Morgan gave this to them. The title is in the possession of the estate. There are 27 heirs of the estate who are objecting.

The property committee recommends that Donna provide her phone number and that be forwarded to our Corporation Counsel. The Corporation Counsel will call her in regard to this issue as soon as possible.

Donna's cell phone number is 608 963 7311 and her home phone number is 608 254 7112

Discuss and/or act on coins removed from Tax Deeded property. Bays will make an itemized list of the coins and miscellaneous items in the bucket. The committee decided to have Djumadi take the coins and miscellaneous items and have them appraised and report back to the committee at their next meeting.

Bays also indicated that she has an old tackle box that something needed to be done with.

The committee will discuss potential auction or alternative methods of disbursing items in storage or from tax deeded property at their next meeting.

Bay indicated the committee would be looking at property that had buildings on. They could discuss vacant properties as they desired.

The committee will recess and reconvene to determine dollar amounts.

Recess: Motioned by Djumadi/Kotlowski to recess to tour of tax deeded property at 8:15 a.m. Motion to recess carried by unanimous voice vote.

Reconvened: Motioned by Kotlowski/Djumadi to reconvene at 2:15 p.m. Motion carried by unanimous voice vote.

Motioned by James/Miller to approve the following bids on property:

Parcel No. 1	#2-1748	\$2,800.00
Parcel No. 2	#2-1785	\$2,800.00
Parcel No. 3	#2-1790	\$2,800.00
Parcel No. 4	#2-1806	\$2,800.00
Parcel No. 5	#4-1395-20	\$2,000.00
Parcel No. 6	#8-220	\$35,000.00
Parcel No. 7	#8-558-10	\$50.00
Parcel No. 8	#8-1283	\$8,000.00
Parcel No. 9	#10-1177	\$4,000.00
Parcel No. 10	#10-1266	\$2,000.00
Parcel No. 11	#12-720-10	\$800.00
Parcel No. 12	#12-1991 & 1992 & 12-125-10	\$18,000.00
Parcel No. 13	#18-684	\$7,000.00
Parcel No. 14	#18-963	\$5,000.00
Parcel No. 15	#20-140	\$20,000.00
Parcel No. 16	#20-818	\$2,000.00
Parcel No. 17	#20-1815	\$6,500.00
Parcel No. 18	#24-303	\$20,000.00
Parcel No. 19	#24-1265 & 24-1266	\$200.00
Parcel No. 20	#26-846	\$7,000.00



Parcel No. 21	#26-2440-10	\$600.00
Parcel No. 22	#30-1363	\$12,000.00
Parcel No. 23	#30-1366	\$16,000.00
Parcel No. 24	#30-2608	\$3,000.00
Parcel No. 25	#30-2700	\$3,000.00
Parcel No. 26	#30-2841	\$3,000.00
Parcel No. 27	#30-2848	\$3,000.00
Parcel No. 28	#30-2950	\$3,000.00
Parcel No. 29	#30-3234	\$3,000.00
Parcel No. 30	#30-3427	\$3,000.00
Parcel No. 31	#30-3475	\$3,000.00
Parcel No. 32	#30-3547	\$50,000.00
Parcel No. 33	#30-3557	\$3,000.00
Parcel No. 34	#30-3678	\$4,000.00
Parcel No. 35	#30-3993	\$3,000.00
Parcel No. 36	#30-4283	\$3,000.00
Parcel No. 37	#30-4766	\$3,000.00
Parcel No. 38	#30-4772	\$3,000.00
Parcel No. 39	#30-4894	\$3,000.00
Parcel No. 40	#30-6315	\$3,000.00
Parcel No. 41	#30-6522	\$3,000.00
Parcel No. 42	#30-6627-15	\$3,000.00
Parcel No. 43	#30-6861	\$3,000.00
Parcel No. 44	#30-6938	\$3,000.00
Parcel No. 45	#32-716	\$4,500.00
Parcel No. 46	#32-1203-35 & 1203-40	\$40,000.00
Parcel No. 47	#34-1613	\$55,000.00
Parcel No. 48	#34-2202-542	\$12,000.00
Parcel No. 49	#34-2249	\$10,000.00
Parcel No. 50	#34-2860	\$1,500.00
Parcel No. 51	#34-2897	\$2,000.00
Parcel No. 52	#201-136	\$4,000.00

Motion carried by unanimous voice vote.

Motioned by Kotlowski/James to adjourn at 2:20 p.m. Motion carried by unanimous voice vote.

Next regular meeting date set for September 17<sup>th</sup> , 2012.

Respectfully Submitted

  
Cindy Philippi

Recording Secretary

These minutes have not been approved.

## Property Committee Meeting Minutes

August 24, 2012

9:30 a.m.

Room A160

Meeting was called to order by Chairman Allen at 9:30 a.m. The meeting was properly announced. Roll Call: Djumadi, Kotlowski, Miller, James and Allen all present. Also present: Phillippi and Hamman.

Motioned by Kotlowski/James to approve the agenda. Motion carried by unanimous voice vote.

Public participation: None

Discussion regarding the maintenance budget took place. The committee reduced account 100 12 51610 321 by \$5,550.00.

The committee discussed account 100 12 51630 339 maintenance for vehicle line for year 2012. Djumadi will take it up with the finance committee as the budgeted amount of \$12,000 belongs in fair board's budget line item. A budget revision will be needed.

Motioned by James/Djumadi to approve the 2012 maintenance budget and forward to Administrative Finance Committee. Motion carried by unanimous voice vote.

Next meeting date was set for September 17, 2012 at 8:30 a.m. Agenda items: Update on fairgrounds midway, old highway parking lot located in the Village of Friendship, storage area on west side of garage, storage facility gate, utilization of buildings at fairgrounds; criteria, fees, etc.

Motioned by James/Djumadi to adjourn at 10:21 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have not been approved.

**Public Safety & Judiciary Committee**  
Wednesday, August 8, 2012  
9:00 a.m. – Conference Room A260

**MINUTES**

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call. All present. Miller absent/excused. Green, Wollin, Fahrenkrug, McFarlin, Reynolds, Steffens (Eyes of Hope Shelter), Barnes, Helmrick, Hinze, Bonnett, Cada, Gervais.
4. Approve the Agenda. Eggebrecht, James, MC/UN
5. Approve minutes of prior meeting. Not included. Attach for September meeting for approval.
6. Public participation (*If requested by the Committee Chair*). None.
7. Correspondence. None.

**Action Items:**

Discuss update on the "Productive Security Committee". Sheriff Wollin provided an update. They have been meeting on this issue. There has been more activity with this committee. The Judge, the DA, Clerk of Courts, Sheriff Wollin, Jack Albert, and Captain Beckman to discuss courthouse security concerns. They are currently gathering information on different options available such as U.S. Marshalls doing a building survey to see how feasible these recommendations are. Right now we are simply at the fact finding stage and not at any point to present a proposal. The next step is to begin with the PS&J Committee, then Property and move forward according to recommendations from those committees. The Judge is required to have this committee according to a Supreme Court Ruling and has been in place for several years according to D. Helmrick. There is no deadline on completing this project. Mr. McFarlin stated he'd been a member of this committee for quite some time. One change he will be introducing is a panic button in his courtroom as he has no way of contacting any emergency personnel if needed.

8. Family Court Commissioner – Dennis McFarlin –Present.

Discuss/Approve Monthly Expenditures and Vouchers.

Discuss general operations of department. Mr. McFarlin serves on the Elder Abuse, Child Death Review and the Courthouse Security Committees.

Approve conference/training if any.

Discuss/Act on 2013 Budget. Mr. McFarlin introduced his budget to the committee. He has proposed an \$80/month (\$961) increase for one specific contract. He's also included an increase for the mediator and increased the anticipated revenue for mediation. Last year's budget was \$36689. Mr. McFarlin will make some small changes to his budget and return within an hour to acquire final approval.

9. Child Support – Deb Barnes – Present.

Review Performance Measures for July 2012. There are approximately 80 additional cases compared to last year.

Review Check Summary. No questions.

Discuss and Act on 2013 CSA Budget. Ms. Barnes introduced a discussion regarding a bullet resistant glass window being placed similar to the Sheriff's Office. It is possible that if/when the Court House Security Committee brings forward a proposed Courthouse security plan, replacing the CSA window may be included. The CSA 2013 budget has been reduced by 4.38% over the 2012 budget. As a whole, the budget will eliminate the Secretary position. Health insurance stayed neutral and expenses increased in a few different areas such as the travel and mileage expenses. The Training and conference worksheet was discussed as well as the OT line that she removed. She exchanged this amount and added it to the on call line item which they do require those services periodically. Terry James has asked she remove two items from her training schedule to reduce the dollar amount and or change the wording as to who may or may not attend as needed. It was pointed out that all program

administrative costs are reimbursed at 66% by Federal Financial Participation (FFP) dollars. With that revision, Terry James asks to move forward with recommending approval of the Child Support budget for 2013. James/Edwards. Motion carried, Unanimous.  
Discuss Office Activities. None.

10. Clerk of Circuit Court – Dee Helmrick – Present.

Summary Report of Expense Vouchers submitted for payment.

Approve conference/training

Discuss General Operations of Department

- a. Community Service Coordinator's Monthly report
- b. Preliminary Budget for 2013. Ms. Helmrick handed out a very preliminary draft she received this morning with an overall increase of \$4,000 to her budget. The final will be introduced at a later date as due to the lateness in dollar amounts coming from the AC office, she was not able to have this complete for today's meeting. Expenditures and Revenues were discussed at length. Even with a 0% increase required by the County it would be impossible to reach this due to the overall increase in wages and benefits. The training and conference worksheet was discussed as well. Ms. Helmrick will leave the meeting to get her complete budget together and bring it back to the meeting for final approval.

11. Register in Probate – Terry Reynolds – Present.

Discuss/Approve Monthly Expenditures and Vouchers. She addressed a few concerns regarding her expenditures and overall budget so far for 2012 as well as areas in her revenues.

Discuss general operations of department. Still working on Teen Court. Will have to design training for this. We are trying to make sure our Teen Court is self sufficient. There is money already there does Ms. Reynolds need a Resolution to go forward to County Board to enact the Teen Court? Or how does this process work? Supervisor Sebastiani advised she speak with Jack Albert regarding this.

Approve conference/training if any. None.

Discuss/Act on 2013 Budget. Several issues were discussed. One employee will be going down to a single policy but this could not be incorporated into the budget at this time. Ms. Reynolds did project higher in her Revenues to offset the increase in expenses. Questions were asked by the committee regarding several expense lines. Motion to approve the Register in Probate's 2013 budget by James/ Eggebrecht. Motion carried. Unanimous.

Mr. McFarlin returned with his final budget numbers. He handed a copy to each committee member. Motion to approve the Family Court Commissioner's budget by Eggebrecht/Edwards. Motion carried. Unanimous.

12. District Attorney – DA Tania Bonnett and Janis Cada–Present.

Proposed 2013 District Attorney Budget. Increase in revenues and expenditures were explained to the committee. Ms. Bonnett explained the witness fees to the committee. They also explained the anticipated expenses for a large sexual assault trial to be held in June of 2013. Motion to approve the District Attorney's 2013 budget by James although he believes the training expenditures are a bit high but feels it necessary to approve. Ms. Bonnett asks to note in her 2013 budget under Summary they noted under "Projects" and the static shelving they are in conversations with Trena and Tracy in Maintenance regarding a remodel of the front office. Final motions by James/Edwards. Motion carried. Unanimous.

Monthly expenditures report. No questions.

General Office Activities. None.

Motion for a seven minute recess at 11:07 am. James/Edwards. Motion carried. Meeting called back to order at 11:11 am.

13. Emergency Management – Jane Gervais –Present.

Monthly Check Summary/Expenditures. No questions.

Discuss and/or approve Agreement with Current Technologies for Annual Service/Maintenance on the generators at the Communication Tower Sites. Same agreement introduced last year with a no change in cost (\$430/unit x 6) at the Communications Tower Sites. In addition to that they will charge an hourly rate for mileage on calls and an additional cost for any parts needed. Last year Tracy, from Maintenance, looked at the agreement and he thought it was a reasonable agreement. Motion to approve the Contract with Current Technologies for the generators and ongoing service. James/Eggebrecht. Motion carried. Unanimous.

Discuss and/or approve annual budget. The overall budget has decreased over \$4,000 due to not having to budget for programming of radios to narrowband and for updating the mobile command trailer, and the Hazmat balance has decreased due to physicals and contract payments. Supervisor James would like to see \$400 cut from her training budget on items that are not mandatory or required for certification in her position. Other increases and decreases were discussed within the EM 2013 budget. Motion to approve the Emergency Management's 2013 budget by Edwards/Eggebrecht. Yes – all but Supervisor James (Nay). Motion carried.

Update on Enbridge pipeline failure. Enbridge's Line 14 of the pipeline was restarted yesterday afternoon. Air, soil and groundwater monitoring will continue until DNR tells them to stop. Loads of contaminated soil will continue to be hauled out and then new soil will be brought in. They are taking contaminated soil to Veolia at Cranberry Creek in Wisconsin Rapids. She worked with the townships, the county Highway Department and Enbridge on a Road Usage agreement. She attended many daily briefings and meetings out at Enbridge. They were the most professional, courteous people she has ever worked with. She couldn't speak highly enough about them.

14. Sheriff's Office – Sheriff Wollin Chief Deputy Fahrenkrug – Present.

Eyes of Hope Shelter to give summary of monthly report. For future meetings, place Eyes of Hope Shelter at the front of the agenda. General monthly updated given by Kris Steffens.

Discuss general operations of department. Personnel wise we've been dealing with the Pipeline and have committed two people to that since it began. We were released from this on Monday afternoon. We did not have to get involved with the press or media and working with Jane's office has been fantastic as well as receiving 100% reimbursement for our services. Everything is going as scheduled and going well. The Memorial has been completed outside the Sheriff's Office and is a great tribute to Mike Shannon. The Memorial Service is set for the end of August sometime.

Approve conference/training if any. None.

Discuss/Act on scheduling separate/special meeting with PS&J for end of August regarding 2013 budget. This meeting will be scheduled for August 14, 2012 at 1:00 pm. Sandra will try to reserve Conference Room A260.

Ms. Helmrick arrived to hand out her final budget paperwork for 2013. They will review it and deliver it to her after the meeting.

Discuss/Act on Dispatch Sergeants position description. That was approved by Resolution back in March 2012. There have been no changes since the draft. We'd like to proceed with this as soon as possible. We know there are several in house position/dispatchers that will apply for the Sergeant position. Chief Fahrenkrug also handed them a Personnel Recruitment Form. Motion to approve the job description for Dispatch Sergeant by James/Edwards. Motion carried. Unanimous. Motion to approve the Personnel Recruitment Form for the Dispatch Sergeant by James/Eggebrecht. Motion carried. Unanimous.

Update on inmate and sentencing. This inmate has not received any medical care since July. To date, normal non-discounted charges to this office for medical care have amounted to \$176,411.70. With Medicare discounts we have paid \$34,055.49 for a savings of 142,356.21. He is scheduled for a three day trial the end of November and they are waiting for sentencing after that. The DA's office will try to recoup these costs if at all possible.

Discuss/Act on filling of patrol deputy. We've been advertising for this position due to a resignation. Chief Fahrenkrug gave the committee a Personnel Recruitment Form to sign for this position. Motion to approve the Personnel Recruitment for the Patrol Deputy position by Edwards/James. Motion carried. Unanimous.

Chief Deputy Fahrenkrug – Present.

Discuss/Approve Monthly Expenditures and Vouchers. Bring these back for September, not able to review today.

Discuss additional general operations of department if applicable. None.

Animal Control monthly report included in packet. Reviewed.

15. Medical Examiner, Angela Hinze – Chief Deputy Medical Examiner, Marilyn Rogers –Ms. Hinze Present.

Discuss/Approve Monthly Expenditures and Vouchers. Ms. Hinze does have a couple of concerns regarding her current budget which are completely out of her control. She explained call volume in detail and how it ties in with the budget. The open position in the ME's office was discussed at length.

Discuss general operations of department.

Approve conference/training if any.

Action Item/July meeting: Discuss/possible action of organization of the ME's office and contract/agreement. Angela has introduced an option to contract with Adams County. It is not in writing but was a verbal preliminary offer to pay her \$15K and place the other \$5K back in the budget. Additional discussion was held regarding how a new contract agreement would be accomplished. A preliminary agreement is said to be name Angela the Chief Deputy along with consulting and have two Chief Deputies working with Angela. Ms. Hinze provided to the new committee members background on her qualifications for the Medical Examiner's position. Angela will need to place all of this information onto paper into a contract and bring this forward to the Administrative and Finance Committee. A proposal was discussed by the Committee and Ms. Hinze, but will need to be submitted on paper at our next committee meeting. The ME's draft budget was discussed at length in regard to revenues and expenditures. The ME's budget and final numbers will be placed first on the agenda for August 14<sup>th</sup> at 1:00.

16. Approval of all vouchers and monthly expense reports. Not able to approve, no time for review. Return with July and August vouchers in September for approval of all.

17. Identify upcoming agenda items.

- a) Schedule budget review and approval for the ME, the Sheriff's offices and then the Clerk of Courts Office along with a closed session under the ME portion for August 14, 1:00 pm in Conference Room A160.  
Discuss contract proposal for the ME's office.
- b) Bring back to September meeting: Review and approval of all July vouchers.
- c) Place Eyes of Hope Shelter at the front of the agenda.

18. Set next meeting date. Next meeting scheduled for August 14<sup>th</sup> to review and approve the ME's and Sheriff's budgets. The next regular meeting will be scheduled for September 12, 2012 at 9:00 am in Conference Room A260.

19. Adjournment. Meeting adjourned at 1:45. Edwards/James. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office.  
*These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Eggebrecht / Miller / Edwards / Wollin / Fahrenkrug / Green/ McFarlin /  
Bonnett/ Cada / Hinze / Rodgers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee /  
Larson / Eyes of Hope Shelter

# Public Safety & Judiciary Committee

Tuesday, August 14, 2012

1:00p.m. – Conference Room A160

## MINUTES

1. Call the Meeting to Order. Meeting called to order at 1:00 pm.
2. Was the meeting properly announced? Yes.
3. Roll Call. All present. Green, Rogers, Wollin, Fahrenkrug, Kaye, Jake Roseberry, Hinze
4. Approve the Agenda. Motion by James/Edwards. Motion carried. Unanimous.
5. Public participation (*If requested by the Committee Chair*). As needed.
6. Correspondence. None.

### 7. Medical Examiner, Angela Hinze – Chief Deputy Medical Examiner, Marilyn Rogers.

Discuss/act on 2013 budget. Discuss/act on organization of the ME's office and contract/agreement. Discuss budget purposes for the ME's office in regard to the contract for 2014 and associated fees as well as the Deputy positions. She placed into the budget for the Chief position at \$22K, Chief Deputy ....this is the last proposal talked about. The position for ME cannot be appointed but has to go through the recruitment process. James stated the discussion with Ms. Rogers regarding her position was had yesterday. There are still some unknowns that need to be discussed and addressed. Ms. Rogers started by saying not a lot of this position is not known what it entails. She wants everyone to better understand why \$25K is a reasonable offer for what is required for this position. Discussion was held regarding response calls and how they are handled. Ms. Rogers handed out an "Explanation of Duties" to the entire committee. Subjects of this packet included were Response Calls, Home/Hospice, Cremations, NJA's, 2011 break down of #'s of each call type, examples of miscellaneous duties, office work, other duties and an explanation of what "on call" entails.

A concern Mr. James brought up was staffing in the ME's office. He would like to know how we're going to proceed in getting these positions filled and why is it taking so long? Ms. Kaye said we have not actively recruited because the decision with the ME's office to share the money between the two current employees. The positions have been out there and she will begin to actively recruit more. Ms. Hinze explained the reason for this lack of recruitment, lack of applications and interest in the positions. Mr. James stated when we were short one MOU the extra \$7333 not being used by one Deputy was split between Ms. Rogers and Ms. Koehn.

As of right now until January 1, 2013 Ms. Hinze is the Chief ME for Adams County. Another concern Mr. James has is the working of shifts per month and how many shifts are filled and he is stating there has to be some flexibility there. Ms. Rogers states the MOU's are hard to rewrite but would like to see both of them have the same amount of hours worked with flexibility within those hours. Ms. Kaye states her concern is the ME position is not a county position. In our Employee Handbook it states those filling in on-call, LTE and part time positions cannot be placed into a position without going through the recruitment process. She provided all of this information to Ms. Hinze and Ms. Rogers and stated if this is going to be a County position we have to follow all of the county guidelines in creating this position. It would then be up to the committee to decide the wage scale and whether or not she will be offered the position from the pool of applicants.

We need to follow the process with a new position in the budget and go through the proper approval process within the County. Most likely this would be an exempted position but the committees would need to decide on the job expectations, hours, insurance, salary, on call hours, etc. Ms. Hinze provided detailed information she obtained from other counties in the State of WI as it relates to an ME or Coroner wage, calls per year and additional related fees. Ms. Edwards had some questions regarding the hourly vs. MOU – why can't we work with some of these people to have more individuals to divide all the shifts between those people. Mr. James recommendation is we approve the budget as presented but share with Admin/Finance regarding the situation we are in. Mr. Sebastiani asks do we continue with the way we are or move on with an agreement.



The deadline to let Columbia County know is by the end of the month. Ms. Hinze needs to know how we want to proceed from here. As it stands now, the 2 deputy salaries are the same, so certainly the amount of work (or shifts) should be the same. The amount of shifts required could change if the MOU's were rewritten.

Mr. Eggebrecht feels the ME position is worth the \$25,000. Miller doesn't have an issue with either \$22K or \$25K. Ms. Edwards would like to go with the \$25K. Mr. James thoughts are \$23,500 for the Chief ME position but he is fine with the \$25. Motion by Eggebrecht/Miller to go with \$25K for the Chief ME position. Motion carried. Unanimous. Ms. Hinze will begin the posting of the positions, will speak with Jack Albert and will work with Marcia Kaye to rewrite the position description as needed. Ms. Hinze provided information on how to accurately rewrite the position description so they will accommodate potential applicants.

8. Sheriff's Office - Sheriff Wollin Chief Deputy Fahrenkrug – Attending

Discuss/act on increase in department fee structure. Sheriff Wollin also addressed a few changes he'd like to make the in Department Fees under Electronic Monitoring when double units are issued. Motion to approve the revisions to the department fee schedule by James/Eggebrecht. Motion carried. Unanimous.

Discuss/act on 2013 budget. First explanation was regarding Safe Keeper fees. Mr. Sebastiani asked Sheriff Wollin to explain the lack of Revenue for 2012 and going into 2013. Discussion was held regarding a few of the Revenue lines as well as the sale of squads. Regarding the Jail Simplex Upgrade Supervisor Sebastiani asked we bring this up to the Admin/Finance committee meeting. Other questions were addressed regarding the expenditure line items such as vehicle maintenance, leases, fuel, as well as the number of squads available to the Deputies. Additional questions were raised regarding the Sheriff's recreational vehicles. Motion to approve the 2013 Sheriff's Office budget with one change noted on cover sheet (remove on call pay in 52100-141 - \$9K) by James/Edwards. Motion carried. Unanimous.

9. Clerk of Circuit Court – Dee Helmrick – Attending.

Discuss/Act on 2013 budget. Ms. Helmrick handed out copies of her budget information. Discussion took place on Revenues and court fees. The office is full-staffed at this point and the part time line item is for the Community Service program which is one full time and one part time person. Discussion was held regarding the account Indigent Counseling 51240 and Ms. Helmrick explained the expense line for this and how the fees are calculated. Motion to approve the 2013 Clerk of Circuit Court's budget and forward to the Admin/Finance Committee by James/Eggebrecht. Motion carried. Unanimous.

10. Adjournment. Motion to adjourn at 3:25 by Edwards/Eggebrecht. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office.

*These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Eggebrecht / Miller / Edwards / Wollin / Fahrenkrug / Green/ McFarlin / Bonnett/ Cada / Hinze / Rodgers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Larson / Eyes of Hope Shelter

**Public Safety & Judiciary Committee**  
Monday, August 20, 2012  
1:00p.m. – Conference Room A260

**MINUTES**

1. Call the Meeting to Order. Meeting called to order at 1:00 pm.
2. Was the meeting properly announced? Yes
3. Roll Call. All present. Green, Rogers, J. Roseberry, B. Koehn, Hinze, Jack Albert, Kaye, Larson
4. Approve the Agenda. Motion to approve by Eggebrecht/James. Motion Carried. Unanimous.
5. Public participation (*If requested by the Committee Chair*). As needed.
6. Correspondence. None.

Hold meeting for a few minutes to wait for Ms. Hinze. Continue meeting at 1:08.

7. Medical Examiner, Angela Hinze – Chief Deputy Medical Examiner, Marilyn Rogers.

Discuss/act on organization of the ME's office and contract/agreement.

Mr. James asked Ms. Rogers about the conversation that took place in the parking lot after last meeting. Ms. Rogers explained what was said and that she is upset regarding what was said at the last meeting. The meeting did not end well. She asked Ms. Hinze to contact her to talk professionally and she did not hear back from Ms. Hinze. Ms. Hinze explained the recent proposal for the ME's office at the last budget meeting. She then was contacted by Ms. Rogers who was in disagreement of this proposal. She explained further the process of events which occurred thereafter. Ms. Rogers feels it's extremely inappropriate to speak of their own employees when they are not there and Supervisor Sebastiani asks who she heard that from. Supervisor James also expressed information regarding the conversation that was held about the badmouthing of each other and she was not willing to provide information as to who she heard this information from. The subject was dropped.

Mr. Albert stepped in regarding how a closed or open session is determined. Mr. Albert explained this conversation should probably be in closed session and therefore could be continued in closed session as soon as possible. Mr. Albert inquired whether the chair of this committee felt we should go into closed session. The Chair, Mr. Sebastiani, asks we move ahead per the agenda. Mr. Miller thanks Columbia County and Ms. Hinze for the support provided thus far. Mr. Miller came up with figures and will be making a motion momentarily. Having Angela as the Chief Deputy we don't need to spend \$5,000 to have Ms. Hinze to do this when we could hire someone to actually be present in the position. Mr. James explained how the present and non-present Chief Deputy Examiner would affect the County. His concern is Marilyn's incompatibility with Angela is not appropriate and feels she has been insubordinate in regards to her current position. Marilyn explained that we would not be where we are today if it were not for Angela's guidance. She has done a great job and feels the County has received their money's worth in 2011. Marilyn would much rather have the workload divided up by three people rather than the two they have been working with. She states the on call is just too much for two people.

Ms. Hinze explains the actively recruiting and how that is set up and why recruiting and then hiring did not occur. Those job postings have been posted since last June. Up until recently we received four applications we would consider. They would be setting up the interviews soon but leaving the application process open. Ms. Hinze wants to make it clear that when rearranging the budget and the positions that came from the committee, not herself. It was not misrepresentation on who was going to be in what position in the ME's office. Mr. James asked about the 18 shifts per month and if there is still flexibility in that? Ms. Hinze explained she would be flexible in this and Ms. Rogers does agree we could re-write the MOU's to reflect more flexibility.

When Ms. Hinze brought forward the proposal for the positions she was clear about continuing education as well as outside influences, choices that were discussed on sidebar caliber and we've worked too hard to let this office go backward and would like to see it continue to move forward in a positive light. Ms. Rogers explained two

things which she thought Ms. Hinze misrepresented the facts. Ms. Rogers referenced working with Mr. Roseberry.

Mr. Albert referenced a discussion Mr. Roseberry had regarding conflict of interest and how it affects the ME's office and other disputes that Mr. Roseberry had over the last couple of years with Mr. Hinze. Now that he is a Supervisor of the County, it precludes him being involved with any operational discussions with the ME's office and the PS&J Committee. That under "conflicts of interest", our county ethics ordinance and what is applicable to you is Sec. 1.06 paragraphs a.b.h.i. Mr. Albert asks he look at those in henceforth and abide by those. That information he is putting on the record as a part of being in this meeting today. He advised that with ethics and conflicts of interest, often times that "perception is reality" and the reality here is Mr. Roseberry has business conflicts. Mr. Roseberry stated he is "interested in the outcome". Mr. Albert said the message should be "no you shouldn't be interested in the outcome given your role on this board because it is a direct conflict with your position. Mr. James says the passing of information between Mr. Roseberry and the ME's office specifically by one employee, is passing information that should not be shared. Mr. Albert states he hopes Ms. Rogers knows the difference between operations, advocacy and politics and should probably not be sharing information or be involved with any of this with Mr. Roseberry. Marilyn states her dealings with Jake Roseberry are strictly professional because she needs to work with him on a daily basis. Discussions that there has to be an independence of the ME's office from any local or multiple funeral homes as they are not a part of the family of the ME's office as they have to be independent from the Sheriff's Office, etc. The ME's office needs to be a part of the whole picture or format.

Mr. Eggebrecht agrees we need to have the ME's office all in County and thinks with the guidance of our Attorney he feels we can do this. Ms. Rogers gave her proposal and he would go along with that 100% except the pool of deputies and should be on an on call basis. What is the difference in the duties in percentages between Marilyn and Angela? That is 50/50 between Marilyn and Angela. Ms. Hinze explains that she oversees the entire process up here (Adams County). She is consulted (or is supposed to be) on everything. Angela is responsible for everything that happens in Adams County so when final decisions are made on autopsies or cases, it all relies and extends back to Angela. She is still oversight of the entire County in terms of her position in the ME's office. Mr. Eggebrecht once again asks when Angela actually comes to Adams County to work. Ms. Hinze explained the situations in which she would need to be present for work.

Ms. Edwards agrees we do need a Medical Examiner in Adams County. She is afraid we are seeing a lot of personality clashes here and we should be strictly looking at credentials to hire in these positions. She also has problems with what is being said in open session and thinks that we as a committee have already decided budgetary where we want to go. If we are going to post this position for an ME, that is what we should do. The other two or three positions she thinks they do need more than one position, we need two positions under the Chief Deputy.

Mr. James asked Marcia Kaye about the intergovernmental agreement with Columbia County and when we would have to notify. It was stated 90 days one way or the other to be reviewed by the committee. Mr. Albert stated the MOU's does not constitute an employment contract and we can move forward as we see fit. A MOU allows us to terminate at anytime without cause of notice by delivering written notice to the other party. Mr. Sebastiani agrees that too much turmoil is going on and we should move forward with the way things are right now and see how things go over the next year and make a decision then on how to proceed. Ms. Edwards agrees with Mr. Sebastiani. Mr. James also agrees. Ms. Rogers states that if the committee chooses to go that route, Marilyn and Becky will choose to resign immediately following this meeting. Mr. Albert explains how this process will go forward if this does occur.

Mr. Miller states again, he thinks this office can run with only Adams County, hire an ME, a Chief Deputy, etc. and move forward with cutting our ties with Columbia County. We can move forward with having a good ME's office right now.

Mr. Albert explains if he understands this motion and we do take over Adams County completely that we would not have access to Columbia County's facilities from this point forward if we choose to cut ties. Ms. Rogers brought forward an alternative to Adams County presented on paper.

Ms. Rogers also states there are many qualified persons out there who are willing to provide us training and services at no charge to the County. Ms. Koehn doesn't believe this position doesn't pay enough to be on call for approximately half the month. Mr. Albert asks Marilyn if she is fully qualified to be Medical Examiner. She states yes and she has six years of experience and she wants to be the medical examiner. Ms. Rogers states her goal is not money, she loves this job and she would work hard to make the office run even better. She wants to do what is best for the County. Mr. Miller states that when the ME came on board, we knew eventually the intention was for someone to take over here in Adams County.

Ms. Koehn explained some things in which she has needed to meet with Angela regarding her education. Ms. Hinze still feels as expressed in the last meeting, Ms. Rogers is not ready to do the ME's job at this point. Ms. Hinze explained further that she never expressed that neither could not do the job at some point, just that they could not run the office at this point in time. Ms. Hinze continued to provide more information regarding the possible transition. Ms. Rogers stated she would have to disagree with Ms. Hinze.

Mr. Sebastiani states that before all of this began, the committee was all on board so what happened? Ms. Rogers felt that most of this was brought forward from the last PS&J meeting when they were bad mouthed while not there.

Ms. Edwards says all three of you have all done a tremendous job and it's very evident you want the ME position. This committee was ready to move forward a month ago and I'm afraid the actions of the ME's office are what has brought this decision to a halt right now. Ms. Rogers stated she would not be pushed around and she will say what she feels and feels that she is under too much scrutiny when all she has done is try to do her best.

Mr. Miller says aside from all the bickering aside we have enough competent people to move forward without Columbia County. Motion to solicit and find an ME for \$24,500 and a CD for \$12,800 and find a third deputy whether two or three positions at \$7,300 each and move forward. Motion by Miller/Eggebrecht. Open for discussion. Mr. Eggebrecht states he agrees with Mr. Miller. Mr. Sebastiani asks Ms. Rogers if she can prepare a budget. Marcia Kaye asks under Bill's motion if this makes these positions employee positions or MOU positions? Added to his motion: Mr. Miller states they would stay as contract positions. Mr. James would also like some kind of agreement to be completely cooperative throughout the end of this year working with Ms. Hinze. This is the only way we would allow this job to be posted and not go to Columbia. Ms. Edwards asks about the fees and it was clarified the amounts spoken of were only wages. Ms. Hinze states you will have to rewrite the PD's.

Eggebrecht: Yes, Edwards: Yes, Miller: Yes, Sebastiani: No, James: Yes. Motion carried.

8. Adjournment. Motion by James/Eggebrecht. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office.  
*These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Eggebrecht / Miller / Edwards / Wollin / Fahrenkrug / Green / McFarlin / Bonnett / Cada / Hinze / Rodgers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Larson / Eyes of Hope Shelter

**ADAMS COUNTY SURVEYOR'S OFFICE**  
**GREGORY P. RHINEHART, COUNTY SURVEYOR**  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

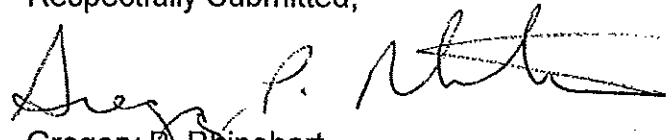
**ADAMS COUNTY SURVEYOR'S REPORT # 465**  
September 5, 2012  
Report for the month of August, 2012

The 2012 projects have been completed.

I am working with Land Information Dept. to begin digitizing the Gov't. Corner Tie Sheets for inclusion with the County GIS mapping. This is the beginning of the project I budgeted for in next year's projects.

I am continuing to respond to queries by constituents and performing the duties of my office.

Respectfully Submitted;



Gregory P. Rhinehart,  
Adams County Surveyor

**ADAMS COUNTY SURVEYOR'S OFFICE**  
**GREGORY P. RHINEHART, COUNTY SURVEYOR**  
P.O. BOX 187, FRIENDSHIP, WI 53934  
(608) 339-4226

**SUMMARY OF ACCOUNTS 2012**

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,500.00	\$ 400.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,500.00	\$ 300.00
FEBRUARY	300.00	13,698.99	
Balance	\$3,000.00	\$ 7,801.01	\$ 300.00
MARCH	300.00		
Balance	\$2,700.00	\$ 7,801.01	\$ 300.00
APRIL	300.00	7,551.01	
Balance	\$2,400.00	\$ 250.00	\$ 300.00
MAY	300.00		
Balance	\$2,100.00	\$ 250.00	\$ 300.00
JUNE	300.00		
Balance	\$1,800.00	\$ 250.00	\$ 300.00
JULY	300.00		
Balance	\$1,500.00	\$ 250.00	\$ 300.00
AUGUST	300.00		
Balance	\$1,200.00	\$ 250.00	\$ 300.00
SEPTEMBER			
Balance	\$		
OCTOBER			
Balance	\$		
NOVEMBER			
Balance	\$		
DECEMBER			
Balance	\$		
Grand Total	\$		



**UW**  
**Extension**  
Cooperative Extension  
Adams County

**Extension Committee**

**Minutes of Meeting**

**July 10, 2012 @ 1:00PM**

**Adams County Community Center**

**569 N. Cedar Street, Extension Conference Room 123**

**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 123, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Diane England, Jack Allen, Glenn Licitar and Joe Stuchlak – Present.  
**Extension Staff:** Mary Ann Schilling, and Linda Arneson – Present.  
Don Genrich, Theresa Wimann and Jennifer Swensen were excused.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by England to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Stuchlak Second by Licitar to accept minutes of the Extension Committee Meeting of June 12, 2012 with the correction of adding Joe Stuchlak as present at the June 12<sup>th</sup> meeting and deleting Dave Repinski from the list of those present. Motion carried.
6. **Public Participation:** None
7. **Communication:** None
8. **Items for Action or Discussion:**
  - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Schilling and Theresa Wimann:** Committee discussed the monthly reports. Motion by England Second by Licitar to place Monthly Reports on file. Motion carried.
  - b) **Review Calendars of Extension Education Staff:** Committee reviewed July calendars for all education staff.
  - c) **Review Check Summary and Financial Statement for June 2012:** June 2012 Check Summary and Financial Statements were reviewed. Motion by England Second by Allen to place June 2012 Check Summary and Financial Statements on file. Motion carried.
  - d) **Community Center:** Arneson updated the Committee on the status of items being purchased with funds from the Harold Henning Estate.

- Shades for 145A&B and the Library had been installed and were working well.

- Flag poles had been ordered and expected arrival date was July 10<sup>th</sup>.
- Extension is working with the Library on the order for the A/V equipment.
- Two plaques recognizing the donation from Harold Henning to the Community Center will be purchased. One to be placed by the flag poles and one in the main hallway of the Community Center.


e) **State WACEC Meeting in Green Bay:** Licitar and Schilling gave reports to the Committee on the annual state WACEC meeting in Green Bay.

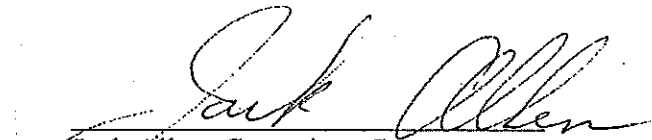
9. **Set Next Meeting Date:** Next regular meeting will be August 14, 2012 at 1:00 p.m. at the Adams County Community Center.

10. **Agenda Items for Next Meeting:**

- Resolution for Out-of-State Travel – Swensen
- Community Center
- Clean Sweep Report
- Price of Corn/Drought

11. **Adjourn:** Motion by Licitar and Second by England to adjourn. Motion carried. Meeting adjourned at 1:45 p.m.

  
 Minutes taken by  
 Linda Arneson  
 Clerk/Bookkeeper  
 UW-Extension, Adams County

  
 Jack Allen, Committee Secretary

**These minutes have not been approved by the Extension Committee.**



**WELLNESS COMMITTEE MINUTES**  
**Tuesday, July 24, 2012, 8:15 a.m.**  
**Conference Room A260**

Members Present: Cheryl Thompson, MaryAnn Schilling, Marcia Kaye, Karen Bays, Kathie Dye, Myrna Diemert, David Guerin, Dennis Premo, Sarah Grosshuesch, Pela Steiner, Sandra Green.

MaryAnn Schilling called the meeting to order at 8:15 a.m. Motion by Dye, 2<sup>nd</sup> by Kaye to approve the Agenda. MCVV

Motion by Diemert to approve the minutes of the previous minutes as presented, 2<sup>nd</sup> by Guerin. MCVV

WE CAN Committee update – Schilling informed the committee that they are trying to get GPS co-ordinates for bike/hiking trails. It was suggested the information be put on the Chamber of Commerce and Adams Co. Parks websites. There were speakers present at the last meeting that suggested having street dances for the whole family and maybe having a Zumba demonstration as well. The Notice of Intent was accepted and the 4 year, \$40,000.00 grant on chronic disease prevention will be moving forward. This stems from a current project with the Carbone Cancer Center and would allow for 2 new positions.

Adopt-A-Highway Project: - A video was attached to Karen Bays' e-mail that should be watched prior to participating in the highway clean-up. All participants are to meet at Cedar Shack at 5:00 this Thursday. This committee purchased gloves at the cost of \$46.00 and Bays will have available for all those that need them.

Educational/Promotional Items – The 2013 health tip calendars need to be ordered by end of July to get the 30% discount. Logo can be added for an additional \$150.00. Discussion held. Motion by Green to purchase the calendars at a cost of \$808.50 and we will put on our own labels, 2<sup>nd</sup> by Grosseusch. MCVV Discussion held in regards to the committee helping to subsidize the purchase of pedometers, exercise bands, etc.

Silka provided a print out of the DVDs and the cost of each. Discussion held; Motion by Dye to purchase everything on the list and to add some men's health items, 2<sup>nd</sup> by Kaye. MCVV

HRA Assessment – The times and dates for the HRA Assessments have been selected. An e-mail will go to the employees w/the dates and times for their facility and they will be able to sign up with Wendy. It is recommended that all employees fill out the questionnaire prior to their appointment; can be done on-line or hard copy.

AFG Employee Access website update: Sandra Green is still waiting to hear from AFG in regards to setting up the website. Green believes the contract has been signed by Adams County and we should be ready to move forward.

Quarterly Training/Presentation – Kaye will contact AFG to inquire if someone would be able to make a presentation to the employees on just what all the “numbers” mean following the HRA. It was suggested that we try to use Sept. 6<sup>th</sup> or 13<sup>th</sup> for the presentation dates.

New Business – All members present watched the DOT video on how to clean up the highway for the Adopt-a-Highway safely.

Next Month Agenda Items – Library material update; AFG website update; Speaker for HRA presentation; Adopt-a-Hwy results; Veterans Day agenda/ideas

Motion by Diemert/2nd by Bays to adjourn. Adjourned at 9:30 am.

Next meeting: August 29, 2012 @8:15 am

Kathleen R. Dye, Acting Secretary  
Minutes not yet approved by Wellness Committee

# **WELLNESS COMMITTEE MEETING MINUTES**

## **August 29, 2012 Time: 8:15 a.m.**

### **Conference Room A260**

Members Present: Cheryl Thompson and Mary Ann Schilling, co-chair; Myrna Diemert, Sue Theisen, Karen Bays, Marylu Silka, Pela Steiner, Sandra Green, Sarah Grosshuesch, Marcia Kaye.

Schilling called the meeting to order at 8:16 a.m. Motion by Kaye, second by Bays to approve the Agenda. MCVV

Schilling provided a correction to the July 24, 2012 minutes. She indicated that under the WE CAN update, Sarah Grosshuesch is writing the three year grant which is in the amount of \$300,000 and will provide for one full-time and one part-time position. Motion by Diemert to approve the Minutes as amended, second by Green. MCVV.

**UW-Extension Healthy Weight Initiative** – Schilling said UW Extension applied for this program along with the School District, Public Health, Moundview MH&C, and the public. The program is a “Try for 5” push focused on families. E-mails or text messages are sent to participating families, along with follow-up to see if the messages helped change their behavior, promoting five fruits and vegetables daily and five days of physical activity. They have narrowed the focus of their research to **families with 4 or 5 year old children** to start, so if anyone knows of a family with children in that age range that might be interested in participating, they should call the UW-Extension office. There are incentives for the participating families in that they will receive 6 to 7 pounds of fresh fruits and vegetables (over the length of the program), can attend a Family Fun Night, and participate in a Roche-a-Cri State Park scavenger hunt with healthy snacks. All information provided by study participants remains confidential with UW-Extension.

**Educational/Promotional Items** – Thompson reported that the Wellness Calendars have arrived. There was approx. \$115 in shipping that was not expected, bringing the total to \$924. It is expected that the calendars will be distributed at the Veterans Day In-Service Training on November 12. It was suggested that the Wellness Committee sponsor a “Slogan Contest” for employees (as individuals or departments/groups) to come up with a “Wellness Slogan”. The slogan will then be added to the labels which will be placed on the calendars prior to distribution. The deadline for the contest will be October 12 and then the Wellness Committee can vote on the slogans at the October meeting. Volunteers will be asked to help put the labels (with the slogan) on calendars prior to Nov. 12.

**Bicycle Racks for County property** – Discussion was held that there is one bike rack in the small parking lot at the Courthouse (which is not convenient for employees and is used mainly for Huber individuals) but no bicycle racks at H&HS. Clients that ride their bikes have to secure them to signs and often used handicapped parking slots. Grosshuesch mentioned that she’s not sure if the funding for bicycle racks should come from Wellness since they will be used for clients and other individuals and not necessarily the employee population. However, in an effort to promote healthy activities, it was suggested that the

Wellness Committee may offer to pay a percentage or flat rate toward the purchase if the property committee decides to move forward with the purchase. Grosshuesch said she would talk further with the property committee and try to determine how much the racks would cost. Green suggested checking [www.WisconsinSurplus.com](http://www.WisconsinSurplus.com) to see if there were any racks for purchase there.

**Wellness Resource Area at Library** – Silka reported that they have received about 21 donated items for the employee resource area which have been labeled and bar-coded. They have also ordered the items that were approved at the prior meetings but the items have not yet been received. They did include some “Men’s Wellness” items. Rather than put the items on the shelves for general public access, they are looking at maintaining the items in the large drawers behind the counters. A list of items will be developed and updated as new items (donated or purchased) are received and included. The updated list can be sent out on a regular basis for informational purposes, as well as listed on the Employee Access website. Starting after Labor Day the Library is open until 7:00 p.m. every night, opening at 9 each day except Thursday, when they open at 1:00 p.m. They are also open Saturdays from 10 to 2.

**Health Risk Assessments** – Kaye reported that participation was excellent and the employees should be commended for taking this step toward controlling their premium costs and being informed about their health. Bays mentioned that if an employee has an AFLAC policy that *includes a Wellness Benefit Clause*, they could request a payment from AFLAC for between \$60 and \$75, depending on the policy and terms. They can also submit claims for years prior to this if they participated in the HRA but did not request payment, provided their plan had the wellness benefit. For more information, AFLAC participants can call Bays or Mary Clark (AFLAC representative) at 608-847-6493.

**Employee Training Session** – The date for the next FREE employee educational session has been set as Thursday, September 27 at 5:00 p.m. at the Community Center. UW, who conducted the HRA’s, will provide information and discussion on “What to do with the information obtained from the HRA”. Thompson said she would like to see them discuss how an employee can reduce or get their numbers in check by using food and exercise rather than relying solely on medications. The sessions are being held right after work so employees can participate prior to going home for the day. It is planned that there will be a fun activity for children in the library so parents can participate. Everyone is asked to promote this event and let Kaye know if there’s a specific item they would like to have addressed in this session.

**AFG Employee Access website update** – Green mentioned she, Larson, and Kaye have received access to the website. Green is in a learning process and is trying to get the site going. She hopes to have more time to dedicate to it after budget process is completed. The website acts like an ‘intranet’ and employees will be able to go onto the site (24 hrs a day) to get information on benefit plans, wellness activities, policies, Wellness and HISC minutes and agendas, etc. We hope to be able to make an announcement about it at the Veteran’s Day In-service.

**Veteran's Day In-service Event** – Trena is looking for volunteers to serve on a planning committee for the event which will be held on Monday, November 12 (the same day that the Feds recognize the holiday). It is expected that AFG will make a presentation on whatever health insurance plan is selected, explaining the details to employees. Thompson would like to have time for the Wellness Committee to let employees know what events have been held over the past year and to encourage participation. The winner of the "Wellness Slogan Contest" can be announced at this event, as well as promotion of the Employee Wellness Resource Section at the Library. A "Suggestion Box" could be made and displayed for employees to put in any suggestions or recommendations related specifically to Wellness activities that they would like to see. Grosshuesch would like to see Blood Borne Pathogens training included in the days events as it is difficult for staff to participate in it during the normal day. A question was asked if there would be a "Vendor Room" set up again this year. Anyone interested in volunteering for the planning committee should notify Trena. Their meeting has been set tentatively for Wednesday, Sept. 5 at 8:30 a.m. at the Courthouse.

There was no new business to discuss.

The next meeting date(s) will be Tuesday, September 25 and Tuesday, October 23 at 8:15 a.m.

Items for next agenda: Setting the next Adopt-A-Highway event date; discussion of National Bike to Work Day; Veteran's In-service Update; Employee Access update. Schilling asked committee members to contact either herself or Thompson if they had items to add to the next meeting.

The meeting was adjourned at 9:12 a.m.

*Marcia Kaye*

Marcia Kaye  
Acting Secretary

*These minutes have not yet been approved by the Wellness Committee.*